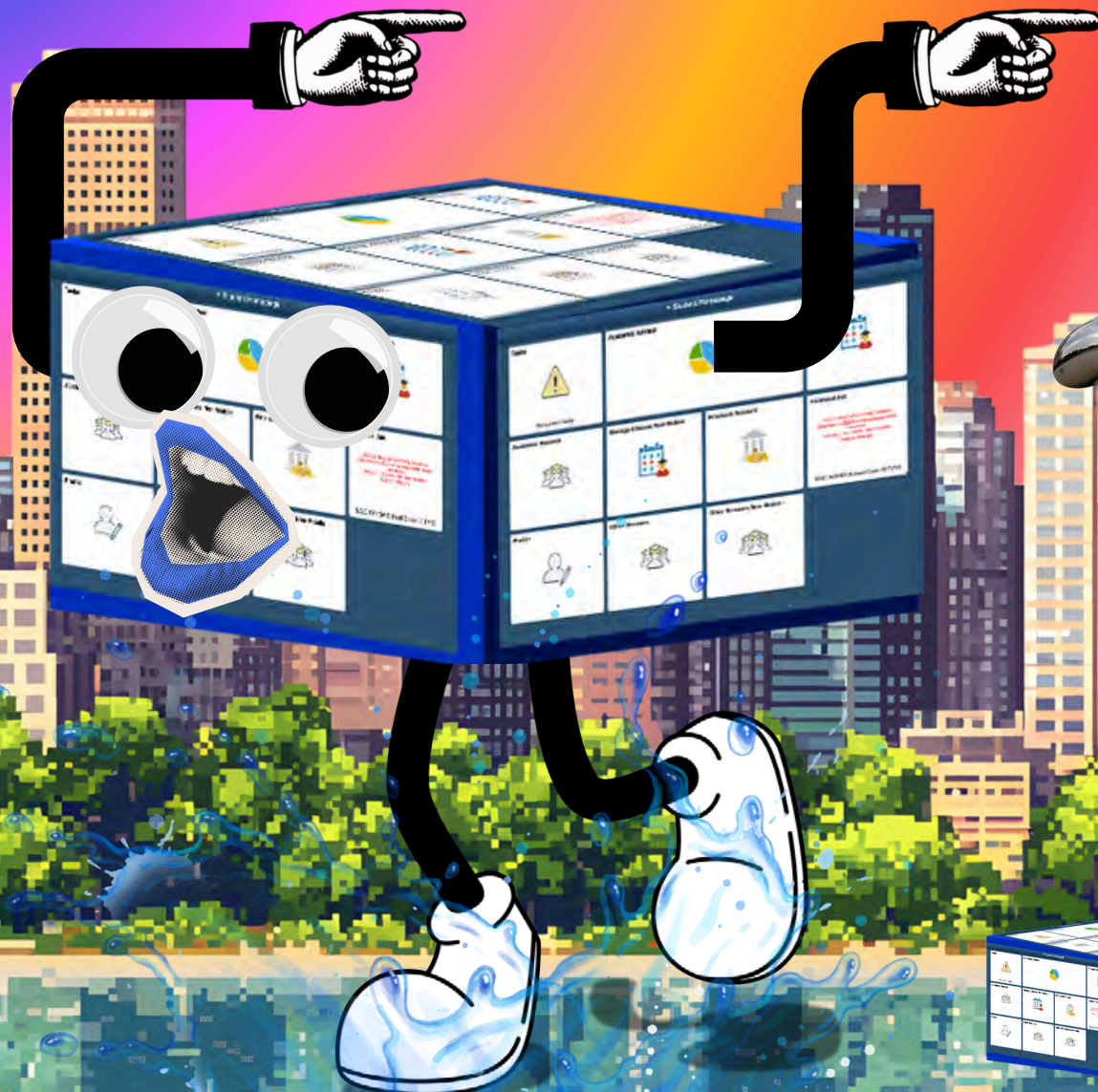


How to properly update your address

PER FEDERAL REGULATIONS, ALL F-1 AND J-1 STUDENTS MUST REPORT CHANGES TO THEIR ADDRESS WITHIN 10 DAYS. AT SAIC, THIS MEANS YOU MUST UPDATE YOUR SEVIS ADDRESS IN PEOPLESOFT SELF-SERVICE WITHIN 10 DAYS OF MOVING TO A NEW ADDRESS IN THE US.

Let's Go To Self Service!



LOGIN WITH SAIC ID + PASSWORD



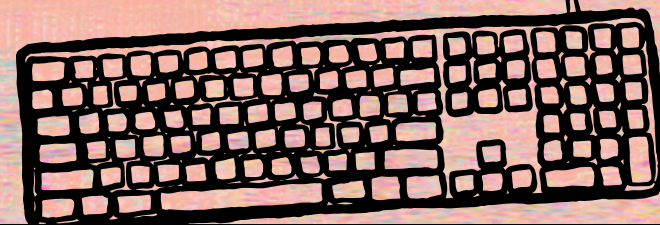
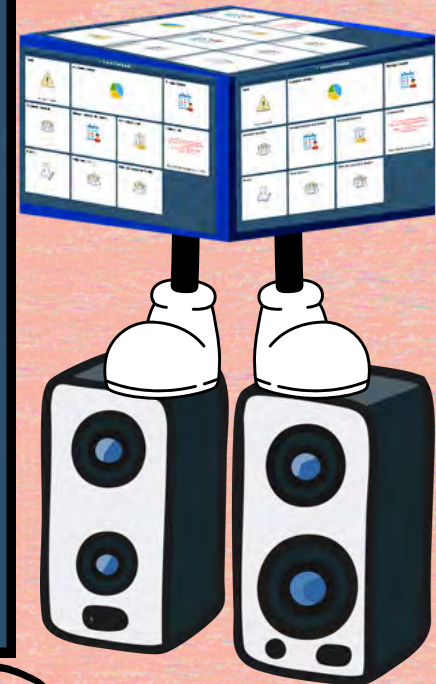
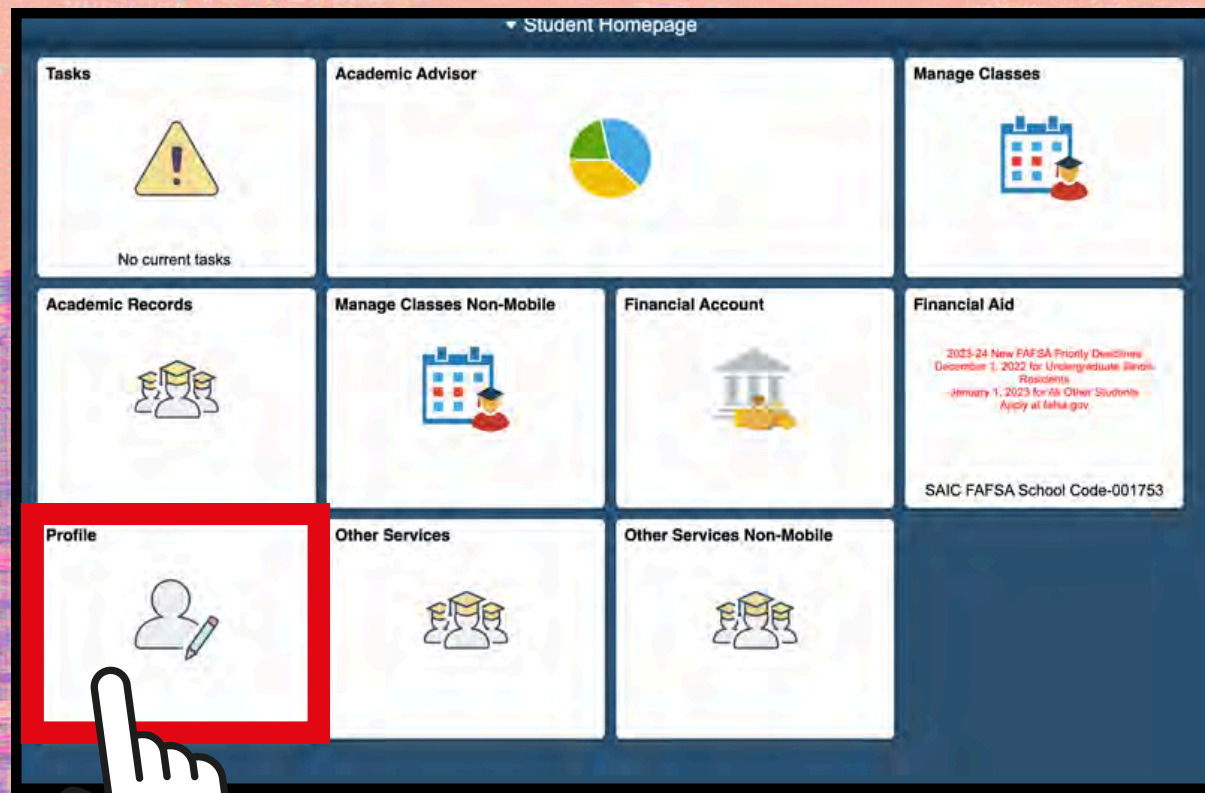
The screenshot shows the SAIC login interface. At the top left is the SAIC logo (School of the Art Institute of Chicago) and at the top right is the Art Institute of Chicago logo. The main heading is "Enter your username and password". Below this is a message: "A service has requested you to authenticate yourself. Please enter your username and password in the form below." The form contains two input fields: "Username" and "Password". Below the fields is a "Login" button. A pixelated mouse cursor is positioned over the "Username" field.

SAIC.EDU/STUDENTS › CLICK 'SELF-SERVICE'

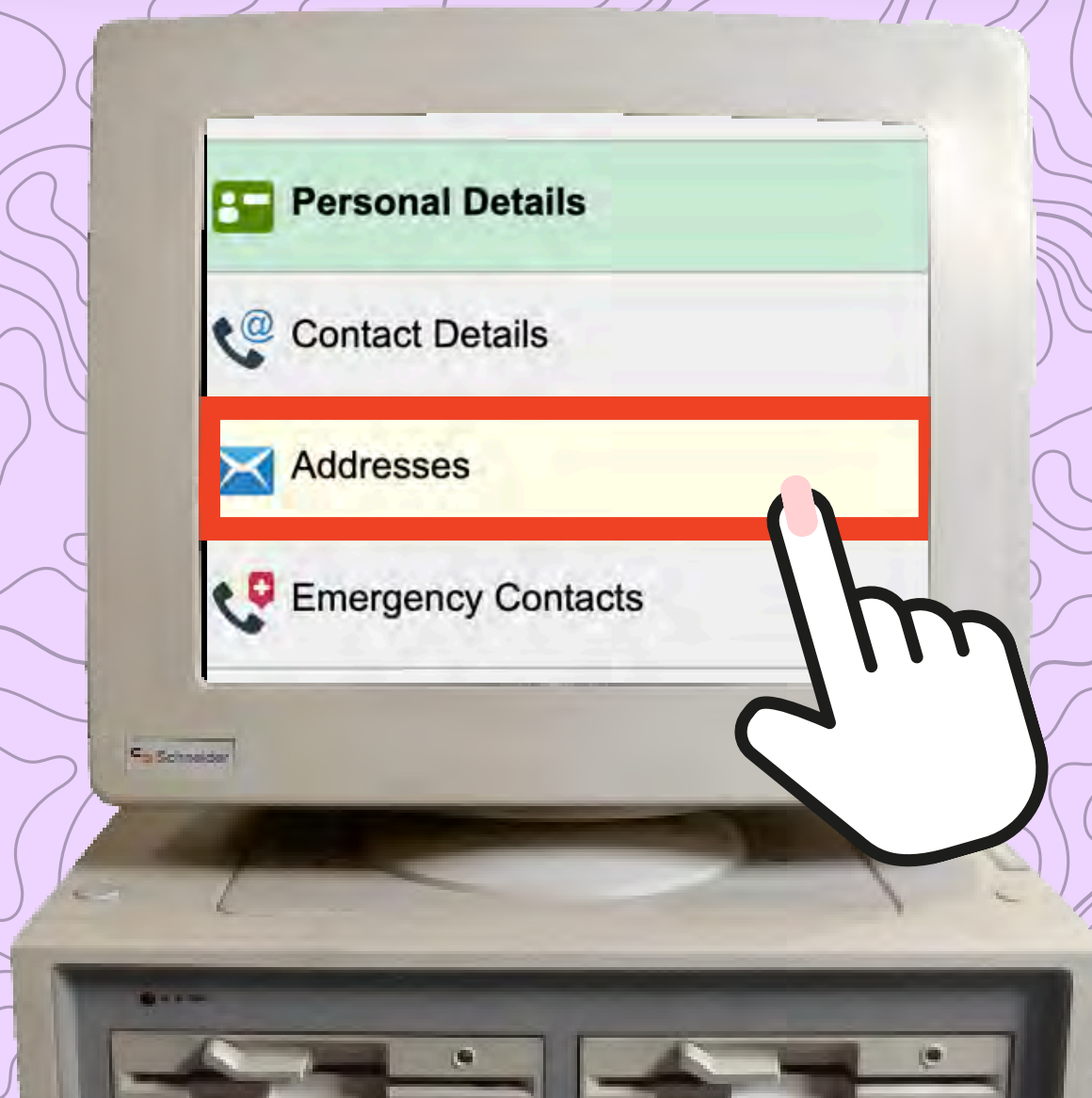
NEED HELP WITH LOGIN? CONTACT TECH SUPPORT


312.345.3535 / CRITHELPDESK@SAIC.EDU


CLICK 'PROFILE'





CLICK 'ADDRESSES' AND UPDATE TO CURRENT U.S. ADDRESS



 Personal Details

 Contact Details

 Addresses

 Emergency Contacts

CLICK 'SEVIS ADDRESS' AND ADD YOUR CHICAGO ADDRESS.

DO NOT ADD FULL ADDRESS ON THE FIRST LINE.

Add Address

Type SEVIS Address: local US address

*From 07/28/2025 Copy From

*Country United States

*Address 1 Street Number and Street Name

Address 2 Apartment or Room number (THIS IS REQUIRED)

Address 3

City Chicago

State IL Illinois

Postal ZIP CODE

County LEAVE BLANK

SEVIS Address: local



IMPORTANT!!

make sure to fill out the boxes in red

OK Cancel

STREET NAMES (AVE, RD, ST, PKWY, ETC)

AVE- AVENUE



Two SAIC academic buildings are on **Michigan Avenue**, the Lakeview Building located on 116 S **Michigan Ave** and the Maclean Building located on 112 S **Michigan Ave**.



RD- ROAD



There is one *Portillo's* in Forest Park located on 7740 **Roosevelt Rd**.

There's a library branch in Cicero at 5225 W **Cermack Road**.

ST- STREET



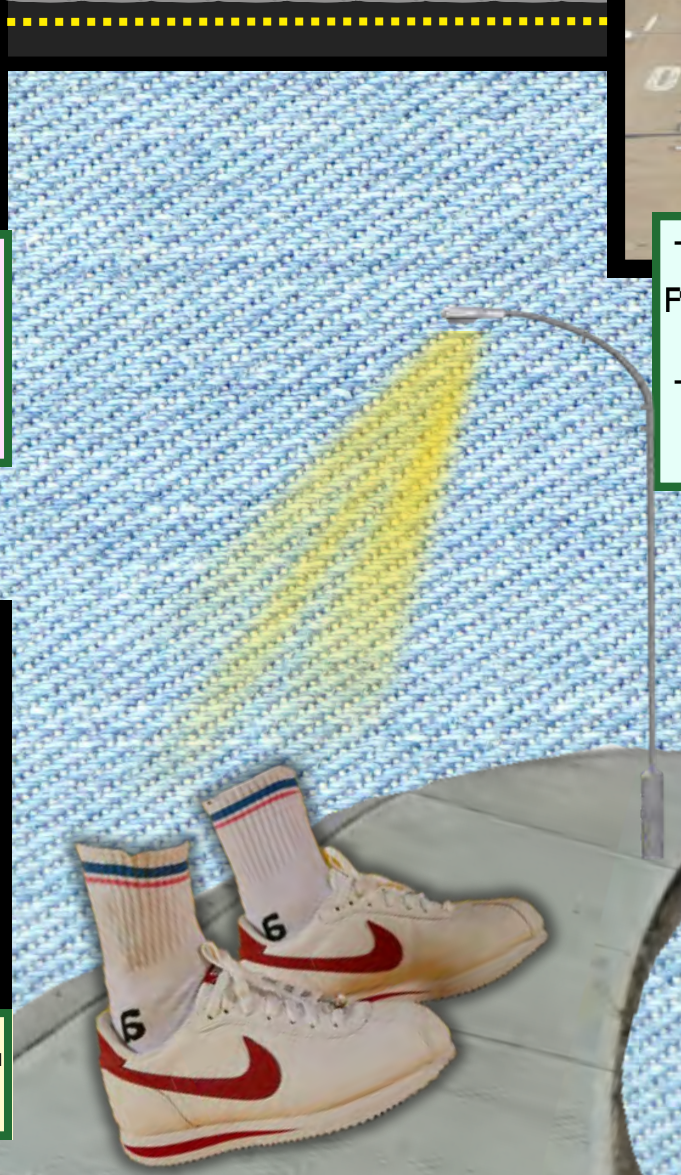
gettyimages
Credit: Sergio Amati

The Gene Siskel Film Center is located on 164 N **State Street**.

PKWY- PARKWAY



On the **Diversey Parkway** in Lakeview lies a Barnes and Nobles at 651 W **Diversey Pkwy**, and a Trader Joes at 667 W **Diversey Pkwy**.



SEVIS ADDRESS

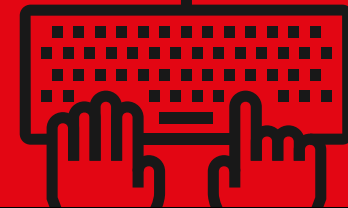
DO'S

Yes

AND

DON'TS

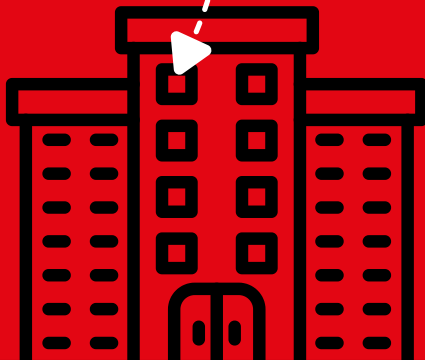
No



MAKE SURE TO **ALWAYS** INCLUDE YOUR
APARTMENT NUMBER

36 S WABASH AVE
CHICAGO, IL 60603

STE 1203
is here



This might not be applicable to all housing arrangements (like living in a house where you have no separate units), or other unique housing arrangements.

This address is missing **STE 1203**. This allows the postal service to know where **exactly** the mail needs to go. STE means Suite.

**DO NOT INCLUDE THE NAME OF YOUR APARTMENT
BUILDING IN YOUR ADDRESS**

36 S WABASH AVE
SULLIVAN BUILDING !
STE 1203
CHICAGO, IL 60603



Putting the name of the building is unnecessary.

THE ADDRESS ON LINE 1 MUST BE IN THIS ORDER:
STREET NUMBER, DIRECTION, STREET NAME

WABASH AVE SOUTH, 36 !
STE 1203
CHICAGO, IL 60603



The street number is 36, the direction is South, and the street name is Wabash Ave.

CITY, STATE AND POSTAL CODE ARE ALL REQUIRED

CITY: CHICAGO

STATE: IL (ABBREVIATED FOR ILLNOIS)

POSTAL CODE: 60603

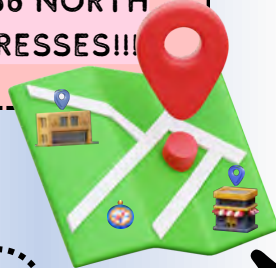
**CHICAGOLAND AREAS ALSO INCLUDE
(BUT NOT LIMITED TO):**

ARLINGTON HEIGHTS, SKOKIE, EVANSTON, OAK PARK, PARK RIDGE

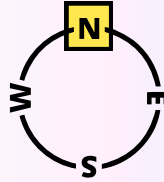
North, East, West, South

The direction of your street address is important because it indicates where exactly the building you are addressing is! There are many buildings around Chicago that share the same number address, but no two buildings share the same street direction.

EXAMPLE: 36 SOUTH WABASH AND 36 NORTH WABASH ARE TWO DIFFERENT ADDRESSES!!!

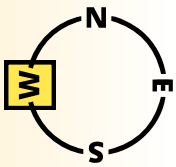
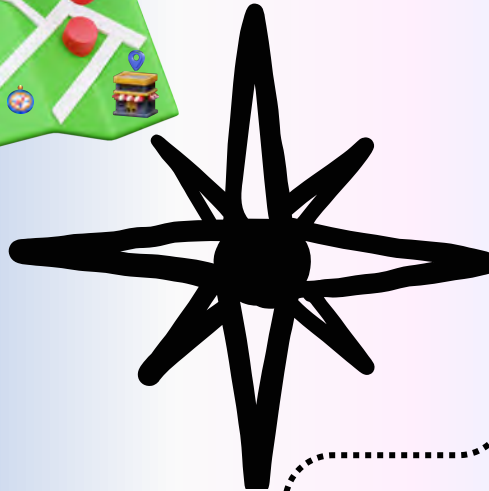


NORTH



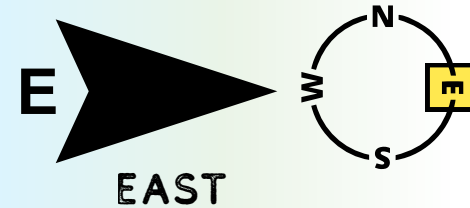
YOU CAN WRITE NORTH
IN AN ADDRESS
LIKE **NORTH** OR **N**

Example: 12353 **N.** Lemonade Ave



YOU CAN WRITE WEST
IN AN ADDRESS
LIKE **WEST** OR **W**

Example: 133 **West** Whereabout Street

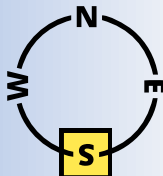


YOU CAN WRITE EAST
IN AN ADDRESS
LIKE **EAST** OR **E**

Example: 98765 **E.** Fruit Punch Rd



S



SOUTH

YOU CAN WRITE SOUTH
IN AN ADDRESS
LIKE **SOUTH** OR **S**

Example: 80808 **S.** Seltzer Water Ct



OTHER EXAMPLE ADDRESSES

These are other examples of how to write an address using some local landmarks!



HAROLD WASHINGTON LIBRARY
400 S State Street
Chicago, IL 60605



CLOUD GATE ("THE BEAN")
201 E Randolph Street
Chicago, IL 60602

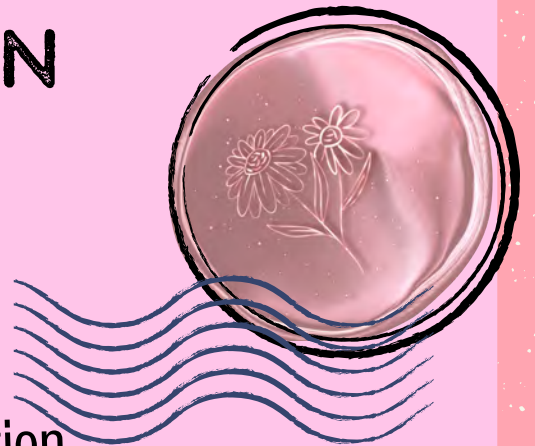


MUSEUM OF CONTEMPORARY ART
220 East Chicago Avenue
Chicago, IL 60611



THE ART INSTITUTE OF CHICAGO
111 South Michigan Avenue
Chicago, IL 60603

**THIS IS A GREAT RESOURCE TO
MAKE SURE YOUR ADDRESS IS
TYPED IN CORRECTLY**

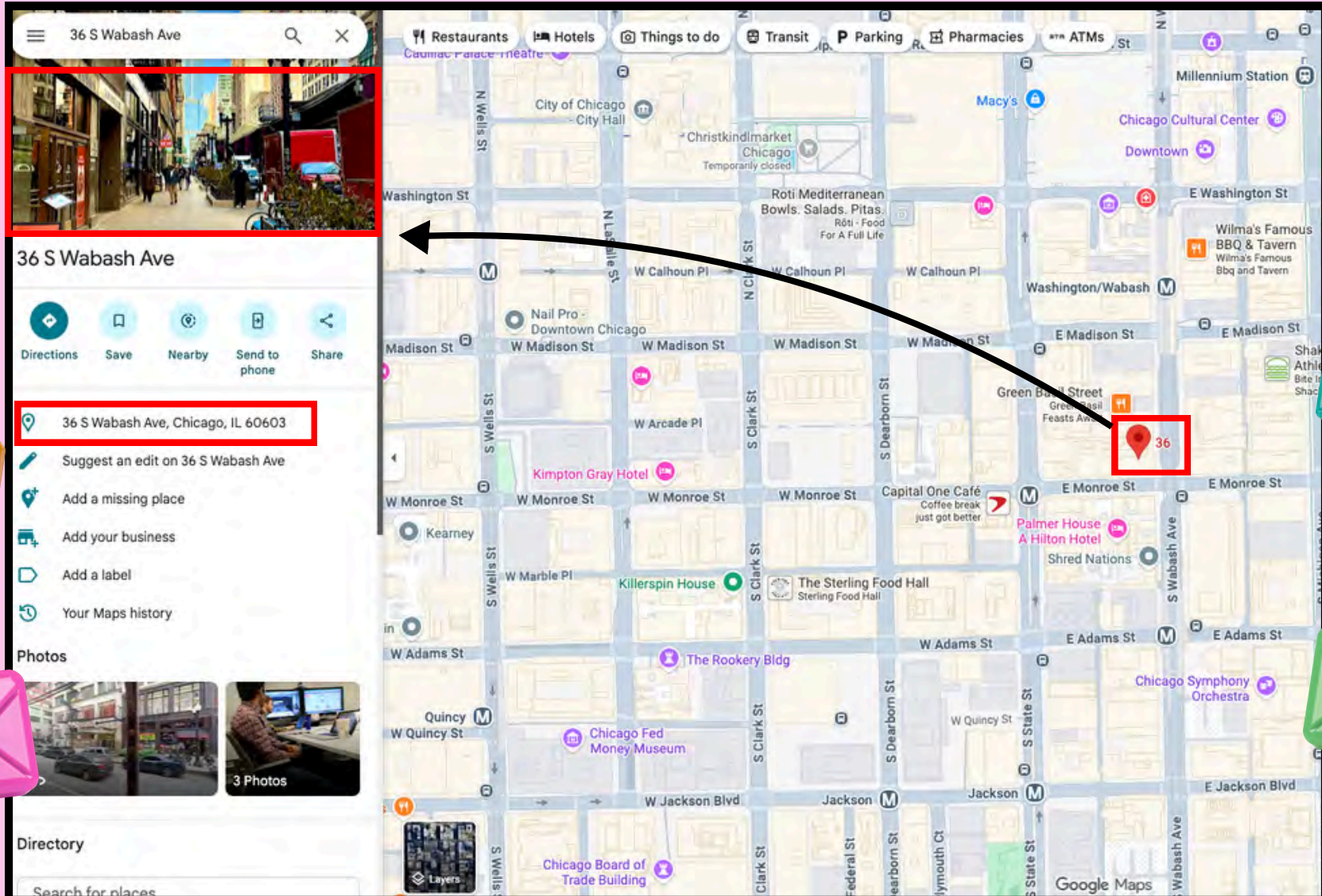


<https://www.smarty.com/products/us-address-verification>

**DISCLAIMER! WE RECOMMEND YOU USE THE FREE SERVICE TO TEST OUT IF YOU ARE
TYPING IN YOUR ADDRESS CORRECTLY! YOU DO NOT NEED TO BUY A
SUBSCRIPTION AND/OR SIGN UP FOR A FREE TRIAL TO TEST THIS SERVICE OUT!**

SAIC HAS NO AFFILIATION WITH SMARTY

DOUBLE CHECK YOUR ADDRESS ON **GOOGLE** MAPS! (APT NUMBER NOT NEEDED)



CHECK IF IT: MATCHES THE LOCATION (IN THIS CASE ITS DOWNTOWN AS EXPECTED) AND THE IMAGE MATCHES THE BUILDING TOO!