

Duke Visa Services  
Terra Dotta System

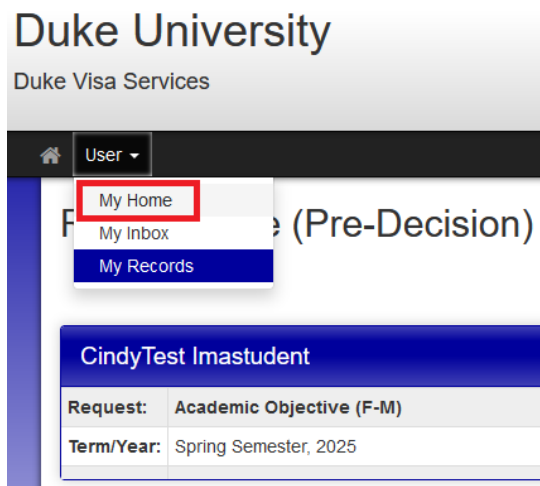
## Student Profile Address Instructions

You are required to list a local residential address in your Terra Dotta profile, for it must be reported to the **US Department of Homeland Security** through the **SEVIS** system. This must be a physical address where you currently live in the United States, **NOT a Post Office Box number or a non-U.S. address.**

In your Terra Dotta profile, your US address must be located in the "**Profile Address (SEVIS)**" section. Your "**Profile Address (SEVIS)**" address may be the same as the address in your "**US Physical Address**" section, but the "**Profile Address (SEVIS)**" will be the only US address sent to SEVIS.

### Adding/Editing Your Profile Address

To update your "**Profile Address (SEVIS)**" address go to your Terra Dotta home page. When you first log into Terra Dotta you will be directed to your home page automatically. If you are currently looking at a record in Terra Dotta then click the "**User**" button in the black menu bar and select "**My Home**".



On your home page, you can tell if you already have a "**Profile Address (SEVIS)**" address by looking in the "**Profile**" section on the right. If you see the "**Profile Address (SEVIS)**" address then you already have that information on your Terra Dotta profile. If you need to add or edit your "**Profile Address (SEVIS)**" address, then click the "**Edit Profile**" button.

User Home Page : CindyTest Imastudent - Home Page Duke Visa Services

Records	
Spring Semester, 2025	
Academic Objective (F-M) (ID 65306)	
Fall Semester, 2024	
Curricular Practical Training (CPT) (F-M) (ID 64954)	(Complete Record)
Academic Objective (J) (ID 64593)	Start/End Dates: ( ) 09/09/2024 05/21/2026

**Profile**

**CindyTest Imastudent**  
DUKE UNIVERSITY (DURHAM )  
dvsTestStudent@gmail.com

No Image

View All

**Profile Address (SEVIS):**  
123 happy st  
durham, nc 27302  
919-123-4567

➔ [Edit Profile](#)

Messages

On the "User Profile" screen, click the "Address Info" button to view your addresses. There are four types of address, but the only address that you can edit is the "Profile Address (SEVIS)" address. To edit the "Profile Address (SEVIS)" address, click the pencil icon in the "Actions" column.

User Profile : Address Info Return to home

Imastudent, CindyTest  
Female  
Age 34  
DUKE UNIVERSITY (DURHAM)  
dvsTestStudent@gmail.com

Created: 02/17/2020 (by Mccracken, Cindy)  
Last Updated: 05/02/2024 @ 10:28:59 AM

Profile Information **Address Info**

Address Type	Address	Actions
US Physical Address	Address not on file.	🔒
US Mailing Address	Address not on file.	🔒
Foreign Address	Address not on file.	🔒
Profile Address (SEVIS)	123 happy st durham nc 27302 919-123-4567	✏️

On the "User Home Page: Edit Profile Address (SEVIS)" screen you can enter the information for each component of your US address. Refer to the instructions in the "Proper US Address Formatting for SEVIS" section below to ensure that you are entering your US address correctly. The "Address" portion has two fields that represent "Address Line 1" and "Address Line 2". The "Address Line 1" content should begin with the street number and street name.

User Home Page : Edit Profile Address (SEVIS)

Imastudent, CindyTest  
Female  
Age 34  
DUKE UNIVERSITY (DURHAM)  
dvsTestStudent@gmail.com

Created: 02/17/2020 (by Mccracken, Cindy)  
Last Updated: 05/02/2024 @ 10:28:59 AM

Profile Information **Address Info**

### Edit Profile Address (SEVIS)

Address: 123 happy st  
Address Line 1

Address Line 2

City: durham

State: nc

Zip Code (or Postal Code): 27302

Phone: 919-123-4567

Update Cancel

While in the "Address Info" section, please take the opportunity to confirm that the "Foreign Address" is your permanent international address and that it is entered correctly. You cannot edit this address in Terra Dotta as this information is from Duke Hub. If something is wrong with the "Foreign Address", either you will need to update Duke Hub or the University Registrar will need to make the updates. Please contact the Office of the University Registrar at 919-684-2813, if you have any difficulties entering your "Foreign Address" in Duke Hub.

# Proper US Address Formatting for SEVIS

Your "**Profile Address (SEVIS)**" address must have a street number, street name, city, state, and zip code in that specific order. Ending words like "alley", "street", and "drive" must follow the approved [USPS Street Suffix Abbreviations](#). The "state" must be in the standard [two-letter abbreviation](#).

If your address includes words like "suite", "apartment", or room numbers they should follow the approved [USPS Secondary Unit Designators](#). These abbreviations should be added to the end of the "street name" in THE "**Address Line 1**" field or placed in "**Address Line 2**".

**Note:** If you are living on campus, please refer to this [Campus Address List](#) to see the proper physical street address of your building.

The table below provides some examples of the "**Address Line 1**" and "**Address Line 2**" formatting:

	Example #1	Example #2	Example #3
Address Line 1	1748 Oak Ln Apt 4	14 W Griffin St Rm 15	423 Towerview Dr
Address Line 2			House 1C Rm 34

If you are not sure if your address meets these requirements, you can test your address with the [USPS Look Up a ZIP Code](#) tool. To use the USPS tool:

1. Select the "**By Address**" tab.
2. Enter the components of your address into the individual textboxes.
3. Click the "**Find**" button.
4. The results will load, and you will see the address you entered in the preferred USPS standardized format.

You can then take your address as it appears in the USPS tool and enter it as your "**Profile Address (SEVIS)**" address in Terra Dotta. The USPS tool may add a hyphen (-) and four extra digits to your zip code, but you should only use the first five digits of the zip code in your "**Profile Address (SEVIS)**" address. Please also remember to include your US phone number in your "**Profile Address (SEVIS)**" address.