



Maintaining your address in ESTHER

Office of International Students & Scholars

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For immigration compliance reporting purposes, your **Mailing Address** in ESTHER must be where you actually live in Houston. You may use the Permanent Address field for any address you wish, but note that address is where the Payroll office will mail your tax documents in the spring.

Be sure to properly format your address and update it in a timely manner (within 10 days of moving).

Proper format for addresses in the United States should be:

- a) Line 1 = First line of address (example: 1234 Main St.)
- b) Line 2 = Second line of address (example: Apt 11B or Room 201, XYZ College)
- c) City= Houston
- d) State or Province = TX
- e) ZIP or Postal Code = XXXXX (example: 77005)
- f) Nation = (LEAVE BLANK)

To update your address in ESTHER:

- a) Go to <https://esther.rice.edu/>
 - b) Login to your account
 - c) Click on Update Addresses and Phones
 - d) Update the information in the "Mailing Address" field (if you do not have a "mailing address" field, you may email the Registrar at registrar@rice.edu to request one)
 - e) Click on Submit
 - f) OISS will then receive an electronic update of your address.
- ** If you are on a visa type other than F-1 or J-1, please complete the AR-11 form and submit it to the address indicated on the form.
<http://uscis.gov/graphics/formsfee/forms/ar-11.htm>