

# Local Address Update

All international students and scholars must enter their local Houston address in ESTHER (<https://esther.rice.edu/>) within 10 days of their start date at Rice University and anytime their address changes while here in the U.S. to stay in compliance with the immigration requirements.

## Address:

Line 1

*Example: 1515 Shakespeare St (Don't use any punctuation)*

Line 2

*Example: Apt 15 (If you live in a house, not an apartment, leave blank)*

City

Houston

State

TX

Zip Code

*Example: 77005*

Nation

*Leave blank*

## Phone:

Area Code

*Example: 832*

Number

*Example: 2564515*

### Directions on Updating your Address in ESTHER:

- a) Go to <https://esther.rice.edu/> (if this is your first time, follow the steps below)
  - User ID: (your employee/student ID #, including the letter "E" or "V" or "S")
  - PIN: your date of birth in MMDDYY format)
  - Click login
  - Re-enter Old PIN: (your date of birth in MMDDYY format)
  - New PIN: create a new PIN that has not been used in the past 6 months (alphanumeric, 6-15 characters, containing at least 1 number)
  - Re-enter new PIN
- b) Login to your account
- c) Click on Update Addresses and Phones
- d) Write your local address information in the "Mailing Address" field (if you do not have a "mailing address" field, you update "permanent address" field)
- e) Click on Submit
- f) OISS will then receive an electronic update of your address.

If you have questions please contact [oiss@rice.edu](mailto:oiss@rice.edu).