

Update SF State Student Center for F-1 International Students

Office of International Programs (OIP) | F-1 Student Services | f1@sfsu.edu

Update SF State Student Center

Logon to Student Center at <http://gateway.sfsu.edu> and update your personal information. Start from the “Mailing Address” and “Home Phone”:

The screenshot shows the 'Personal Information' section of the SF State Student Center. It includes a dropdown menu for 'other personal...' and a 'Contact Information' section. The 'Contact Information' section contains fields for 'Mailing Address', 'Address 2', 'Home Phone', and 'SFSU Email'. Two orange arrows point to the 'Mailing Address' and 'Home Phone' fields.

Personal Information	
Demographic Data	
Emergency Contact	
Names	
other personal... ▼	»
Contact Information	
Mailing Address	Address 2
123 ABC Street San Francisco, CA 94132	
Home Phone	SFSU Email
415-555-5555	name@mail.sfsu.edu

Mailing Address

The “Mailing Address” must be your physical address (where you live) in the U.S. It must be an address **in California**, and can not be a U.S. postal box.

If you are not in the U.S. and do not have a U.S. mailing address, update this within 10 days after you arrive San Francisco!

The image shows a screenshot of a web form titled "Personal Information". The form is divided into several sections. On the left, there are links for "Demographic Data", "Emergency Contact", and "Names". Below these links is a dropdown menu with the text "other personal..." and a right-pointing arrow icon. On the right, there is a section titled "Contact Information" which is further divided into "Mailing Address" and "Address 2". The "Mailing Address" field contains the text "123 ABC Street" and "San Francisco, CA 94132". Below this is the "Home Phone" field with the number "415-555-5555". To the right of the "Mailing Address" is the "Address 2" field, which is currently empty. Below the "Mailing Address" is the "SFSU Email" field with the text "name@mail.sfsu.edu". A yellow callout box with a black border is overlaid on the right side of the form, containing the text: "If you are not in the U.S. and do not have a U.S. mailing address, update this within 10 days after you arrive San Francisco!".

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal... ▾ >>

Contact Information

Mailing Address
123 ABC Street
San Francisco, CA 94132

Address 2

Home Phone
415-555-5555

SFSU Email
name@mail.sfsu.edu

Mailing address for students who live on campus

If you living on the campus housing and has a “Dormitory Address” in your Student Center, you will need to enter your dorm address to the “Mailing Address”.

OIP reports your “Mailing Address” to U.S. Immigration, not your “Dormitory Address”. Therefore, you must make sure your “Mailing Address” is the same as your “Dormitory Address”.

The screenshot shows a web interface for a student's profile. At the top, there is a blue header with a green downward arrow and the text "Personal Information". Below this, there are several sections:

- [Demographic Data](#)
- [Emergency Contact](#)
- [Names](#)

Below these links is a dropdown menu with the text "other personal..." and a downward arrow, followed by a blue double-right arrow icon. To the right of this is a section titled "Contact Information" with a blue header. This section contains:

- [Mailing Address](#): 123 ABC Street, San Francisco, CA 94132
- [Address 2](#)
- [Home Phone](#): 415-555-5555
- [SFSU Email](#): name@mail.sfsu.edu

Home Phone

Your “Home Phone” should be an U.S. phone number.

If you are not in the U.S. and do not have a U.S. phone number, update this within 10 days after you arrive San Francisco!

The image shows a screenshot of a web form titled "Personal Information". The form is divided into several sections: "Demographic Data", "Emergency Contact Names", "Contact Information", "Mailing Address", "Address 2", "Home Phone", and "SFSU Email". The "Home Phone" field is highlighted with a blue border and contains the number "415-555-5555". An orange arrow points from a dropdown menu labeled "other personal..." to the "Home Phone" field. A yellow callout box with a black border is positioned to the right of the form, containing text that reads: "If you are not in the U.S. and do not have a U.S. phone number, update this within 10 days after you arrive San Francisco!".

Personal Information

[Demographic Data](#)
[Emergency Contact Names](#)

other personal... ▾

Contact Information

[Mailing Address](#)
123 ABC Street
San Francisco, CA 94132


[Address 2](#)

[Home Phone](#)
415-555-5555



[SFSU Email](#)
name@mail.sfsu.edu

SF State Email and Personal Email

A SF State email account will be created after you accept the admissions offer (AAO). Click “SFSU Email” to add a personal email account or update your personal email account.


 **Personal Information**

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal...  

Contact Information

Mailing Address 123 ABC Street San Francisco, CA 94132	Address 2
Home Phone 415-555-5555	SFSU Email name@mail.sfsu.edu





SF State Email and Personal Email

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Info](#)

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
On-Campus	name@mail.sfsu.edu	<input type="checkbox"/>	
<input type="text" value="Other"/> ▼	Personal email address	<input type="checkbox"/>	

Add an Email Address

Save

Don't use someone else's email!



ATTENTION! If you used an agent to help you to apply for SF State, make sure your personal email at Student Center is **YOUR** email account, not your agent's.



SF State Email and Personal Email

Addresses Names Phone Numbers Email Address

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
On-Campus	name@mail.sfsu.edu	<input type="checkbox"/>	
Other <input type="checkbox"/>	Personal email address	<input type="checkbox"/>	

Add an Email Address

Save

You can decide which is your "Preferred" email. The preferred email will be sent to the U.S. immigration.

Most of the campus departments will only contact you via your SF State email account, even if you choose your personal email as your preferred email.

Emergency Contacts

Provide Emergency Contact Names – your emergency contact person can not be yourself.

Personal Information

[Demographic Data](#)
[Emergency Contact Names](#)
[Names](#)

other personal... ▾ >>

Contact Information

Mailing Address	Address 2
123 ABC Street San Francisco, CA 94132	
Home Phone	SFSU Email
415-555-5555	name@mail.sfsu.edu

Primary and Preferred Names



Name go to ...

[Addresses](#) [Names](#) [Phone Numbers](#) [Email Address](#)

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name		
Primary	Your Primary Name		
Preferred	Your Preferred Name		

[Add a new name](#)

You can choose "Preferred" name in your Student Center. Your preferred name will also appear on the I-20.

The following information will be reported to the Student and Visitor Exchange Program (SEVP), a division of Department of Homeland Security (DHS):

- ✓ Primary and preferred names
- ✓ Mailing address (U.S. address) and permanent address(foreign address)
- ✓ Home phone (U.S. phone)
- ✓ Preferred email

You must keep the above contact information current at all time while studying at SF State.