



How to Update Your Address in the GWeb Info System

You are required by law to maintain a valid current address and a valid permanent address in GWeb at all times. Failure to do so is a violation of your immigration status! The ISO cannot register you in SEVIS, the U.S. Government immigration database until you report your addresses in GWeb. If you move, you must update your address **within 10 days of your move.**

Do not email your address updates to your ISO advisor. It is your responsibility to update your addresses in GWeb!

To Enter/Update your **CURRENT** Address (address in the U.S.)

1. Go to <https://banweb.gwu.edu>
2. Enter your **User ID*** and **Pin****
3. Go to “**Personal Information Menu**”
4. Go to “**Update Addresses and Phones**”
5. Select “**Current**” as the type of address to insert
 - Include a “**Valid From:**” date
 - Leave the “**Until this date**” field **blank**
6. Enter your **address**. Make sure you complete the “State” and “ZIP Code” fields properly
7. Click the “**Save**” button at the bottom of the page
8. **Verify** that your address was updated correctly
9. If you need to update this address in the future, click on the “Current” link to the left of the address and insert the new information

To Enter/Update your **PERMANENT** Address (address outside of the U.S.)

1. Go to <https://banweb.gwu.edu>
2. Enter your **User ID*** and **Pin****
3. Go to “**Personal Information Menu**”
4. Go to “**Update Addresses and Phones**”
5. Select “**Permanent**” as the type of address to insert
 - Include a “**Valid From:**” date
 - Leave the “**Until this date**” field **blank**
6. Enter your **address**. Make sure you complete the “City” and “Nation” fields properly
7. Click the “**Save**” button at the bottom of the page
8. **Verify** that your address was updated correctly
9. If you need to update this address in the future, click on the “Current” link to the left of the address and insert the new information

For more detailed information and tips on how to properly update your addresses, view our online tutorial at:

http://prezi.com/tnvxlfbsw1wj/?utm_campaign=share&utm_medium=copy&rc=ex0share

***User ID:** This is your GWID which should begin with the letter G and be followed by 8 digits. This number is given to you in your GW admission letter. **If you forgot your GWID, ask the ISO office to check it for you.**

****Pin:** For your initial log-in, type in your birth date in the format month/day/year. You are then prompted to create your own 6 digit pin number.

1

Don't know your PIN?
Click here for help.

User ID:

PIN:

GWID
Ex: G12345678

2



How to Add Address Type

Personal Information

-
-
-
-
-
-
-
-

RELEASE: 8.3

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How to Update Address

Addresses and Phones

Current	Phones
Current: 08/31/11 to (No end date) 1234 Sample St Washington DC 20052	Primary: 610-5841139

Click to Edit

Permanent	Phones
Current: 08/31/11 to (No end date) 01 International RD Foreign city, Country,###	Primary: 610-5841139

Click to Edit

Type of Address to Insert:

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Current:
This is your address **IN THE UNITED STATES**

DON'T DO THIS!

Current

Valid From This Date:MM/DD/YYYY ← DO NOT put a date in the future

Until This Date:MM/DD/YYYY ← DO NOT put an end date. Leave this blank!

Address Line 1: ← DO NOT enter your entire address in one line

Address Line 2:

Address Line 3: ← DO NOT enter any information in line 3

City: ← DO NOT enter a U.S. state, enter ONLY the city

State or Province: ← Not Applicable DO NOT forget to select a U.S. state

ZIP or Postal Code: ← DO NOT forget to enter a 5 digit code

County: ← Not Applicable

Nation: ← Not Applicable

Delete this Address:

DO NOT overload lines with too much information!

Permanent:
This is your address **OUTSIDE OF THE U.S.A**

DON'T DO THIS!

Permanent

Valid From This Date:MM/DD/YYYY ← DO NOT put a date in the future

Until This Date:MM/DD/YYYY ← DO NOT put an end date. Leave this blank!

Address Line 1: ← DO NOT enter your entire address in one line

Address Line 2:

Address Line 3: ← DO NOT enter any information in line 3

City: ← DO NOT forget to enter a city

State or Province: ← Not Applicable

ZIP or Postal Code:

County: ← Not Applicable

Nation: ← Not Applicable DO NOT forget to select a country –

Delete this Address: (NOT the U.S.)

DO NOT overload lines with too much information!

DON'T FORGET!

→ Saves Changes!

RELEASE: 8.2

Returns to original information