

How to Update Your Address in the GWeb Info System

Maintaining your addresses in GWeb is **extremely important**. The ISO will not be able to register you in SEVIS, the U.S. Government immigration database, until you enter your **current local address** in GWeb. You are required to maintain a **valid current address** and **permanent address** in GWeb at all times. **Failure to do so is a violation of your immigration status!**

For the ISO to register you with SEVIS, your **permanent address** must be **outside of the U.S.** and your **current address** must be where you are physically living **in the U.S.** while taking classes at GW. It is your responsibility to update your current address in the U.S. whenever you move and you must do it within 10 days of your move.

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**.
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 admissions 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 mmddyy. You are then prompted to create your own 6 digit pin number.
3. Go to **"Personal Information Menu"**.
4. Go to **"Update Addresses and Phones"**.
5. Select **"Current"** as the type of address to insert.
 - Make sure you include a "Valid From:" date,
 - BUT *leave the "Until this date" field blank.*
6. Enter your **address**.
7. Click the **"Submit"** 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**.
-THIS IS NOT YOUR NET ID, THIS IS YOUR GWID & PIN
3. Go to **"Personal Information Menu"**.
4. Go to **"Update Addresses and Phones"**.
5. Select **"Permanent"** as the type of address to insert.
 - Make sure you include a "Valid From:" date,
 - BUT *leave the "Until this date" field blank.*
6. Enter your **address**. Make sure you *complete the city and nation fields.*
7. Click the **"Submit"** 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.
10. For more help, check the following address: <http://internationalservices.gwu.edu/updating-your-address>

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

User ID:

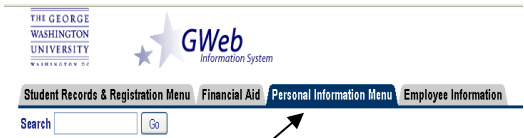
PIN:

Login

Forgot PIN?

GWID
Ex: G12345678

2



Click Here

How to Add Address Type

Personal Information

- Change PIN
- Change Security Question
- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View E-mail Address(es)
- Update E-mail Address(es)
- View Emergency Contacts
- Update Emergency Contacts

RELEASE: 8.3

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How to Update Address

4

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

FORMAT

Current

Valid From This Date:MM/DD/YYYY

← DO NOT put a date in the future

Until This Date:MM/DD/YYYY

← Leave this blank!

Address Line 1:

Delivery Address Line (Ex. 123 Main St NW)

Address Line 2:

Apartment number (Ex. Apt 310)

Address Line 3:

DO NOT enter any information in line 3

City:

Enter ONLY the city, Not U.S. state

State or Province:

Not Applicable Select a U.S. state

ZIP or Postal Code:

Enter a 5 digit code

County:

Not Applicable ← Leave this "Not Applicable"!

Nation:

Not Applicable Leave this "Not Applicable"!

Delete this Address:

DO NOT overload lines with too much information!

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 FORGET!



DON'T DO THIS!

Saves Changes!

Select a Different Address to Update

RELEASE: 8.2

Permanent

Returns to original information

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 – (NOT the U.S.!) 

Delete this Address:

DO NOT overload lines with too much information!