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.