

How to Correctly Write Your Address

For students not accustomed to the US address system, it may be slightly confusing to write your new US address in the proper format. Here's how to write it (and how not).

Address line 1: Write your house number, street name, and apartment/flat number, if any. You may alternately write just the house number and street name here, and apartment/flat number in address line 2. Here are some examples.

Correct:

(i) 2002 Woodmar Drive, Apt C

(ii) 2010A Woodmar Drive

(iii) 1804 Woodmar Drive (*in this case, you can write apartment number in address line 2*)

(iv) 203 Agate Street

Incorrect: 1910 Lower Daniell Heights, Woodmar Drive, Apt-B

[You DO NOT need to write Upper or Lower Daniell Heights in the address]

Address line 2:

- If you write your apartment number in address line 1 like examples (i) & (ii) above, you do not need to write anything in address line 2 and you can leave this blank
- Otherwise, if you write just your street name and house number in address line 1 like example (iii) & (iv) above, you can write just your apartment number here (e.g. Apt F)

If there are provisions for address line 3, you can leave it blank.

City: Write just the name of the city, e.g. Houghton or Hancock. No need to include state and zip code here.

State: You can either write Michigan or MI.

Zip code: Write the correct zip code, as applicable. Houghton is 49931, and Hancock is 49930. If unsure, you can always Google.



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