

Updating your United States mailing address

For students not accustomed to the United States address system, it may be slightly confusing to write your new US address in the proper format. Here is a guide on how to properly update your address.

- 1) Login to <https://experience.elluciancloud.com/mtu/>
- 2) Click on Personal Information, in the 'Personal Information' card and select that option once again on the new screen that pops up.
- 3) Click the pen icon to edit your phone number and mailing address and enter the address of where you will be staying in the US.

Address line 1: Write your house number, street name, and apartment/flat number, if any. Here are some **correct examples**:

- (i) 2002 Woodmar Drive Apt C
Houghton, Michigan, 49931
- (ii) 203 Agate Street
Houghton, Michigan, 49931

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) above, you do not need to write anything in address line 2 and you can leave this blank

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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