

How to set up Mail Forwarding I

1. Log into BuzzPort/OSCAR and select the “Personal Information” tab.
2. Follow the link to “Update Address(es) and Phone(s)”.

Personal Information Menu

Georgia
Tech

Personal Information

Student Services & Financial Aid

Campus Services

Search

↑ Select the "Personal Information" tab

RETURN TO MENU SITE MAP HELP EXIT

If you would like for your hometown newspaper to receive notification for any term that you receive Dean's List or Faculty Honors, please do the following:

Click on Update Addresses and Phone Information. Select the "HOMETOWN NEWSPAPER" address type. Enter a "Valid From" date (just put today's date). Enter "OK TO SEND" on address line one. Enter the name of your hometown in the "City" field. Enter a State Code. Enter your Zip Code. Click the SAVE button.

If you have just completed a survey, the survey will no longer be available to you.

Change PIN

Change Security Question

Answer a Survey

Update Address(es) and Phone(s)

View E-mail Address(es)

View Emergency Contacts

Update Emergency Contacts

Update Marital Status

Reset GT Account Password

Pay Now!

Make a payment on your account in the **Bill+Payment Portal**.

View Housing Missing Person Contacts

Update Housing Missing Person Contacts

3. Select “Forwarding” from the drop down menu.
4. Fill in the required information and click “Submit”. Please include a beginning and end date for your forwarding request.

Update Address(es) and Phone(s) - Se...

Search

Go

RETURN TO MENU SITE MAP HELP EXIT

Update Address(es) and Phone(s) - Select Address

To **update** an existing address, click the **link** next to the corresponding address.

To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.

Note: Entering overlapping dates may change the effective dates on existing address records.

For change of address information and USPS forms, [click here](#). Use your browser's Back button to return to this page.

All F-1 visa holders who will remain in the US after August 1, 2003 need to add two new addresses:

1. SEVIS - Inside US: your physical address of where you live in the US. This is not a PO Box! We need a physical address.

2. SEVIS - Outside US: this must be a foreign address.

For F1 OPT Employer, if you have Approved OPT enter your EMPLOYER NAME and START DATE (MM/DD/YY) in Address 1. Enter WORK ADDRESS in Address lines 2 & 3. If you do not have a job, enter UNEMPLOYED and the date you became unemployed in Address 1.

Addresses and Phones

Campus Residence/Dorm

Phones

Current: Jan 09, 2011 to May 06, 2011 Primary: 404-2069058

Woodruff S309B

870 Curran St. NW

Atlanta, Georgia 30332

Fulton GA

Georgia Tech Post Office Box

Phones

Current: Jul 14, 2009 to (No end date) Primary: None Provided

330436 Georgia Tech Station

Atlanta, Georgia 30332-1325

Permanent Address

Phones

Current: Jul 01, 2009 to (No end date) Primary: None Provided

610 Coopers Close

Duluth, Georgia 300975713

Type of Address to Insert: Forwarding

← Select "Forwarding"

Submit

For further assistance with mail forwarding, please contact the Postal Services team at *postofficeask@po.gatech.edu*.

Proud to be part of the

Georgia
Tech

Student
Center

Campus Services

We bring campus to LIFE!

postoffice.gatech.edu | (404) 894-4560