

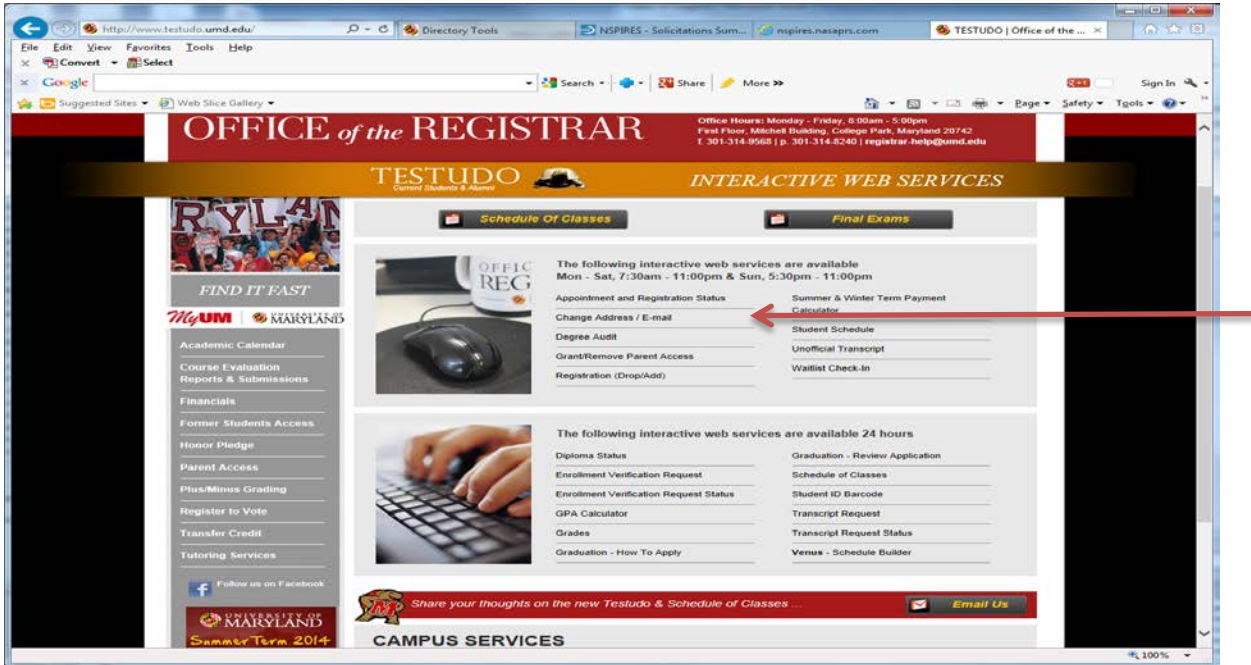
# International Faculty & Scholars

## Updating your Contact Information through Testudo

(Email address, phone number and local and permanent address)



1. Go to <http://www.testudo.umd.edu/>



2. Log in with you directory ID and password.



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### Updating your Contact Information through Testudo

(Email address, phone number and local and permanent address)



3. Please enter your local and permanent address, email and phone number. Please complete the address fields as described below.
  - a. **Local Address**- please use your U.S. address
  - b. **Permanent Address** – please use your foreign address

**Note:** Please contact your department payroll representative for instructions on how to update your Payroll address which is used for your tax and payroll records.

A screenshot of a web browser displaying the Testudo registration form. The browser's address bar shows "https://www.isa.umd.edu/registra/registraIF". The page has a navigation menu on the left with links for "Campus Services", "Parent Access", "Applicants & Former Students", "Academic Calendar", "USM", and "Search". The main content area contains three sections: "E-mail Address:" with a text input field; "Permanent Address" with fields for "Street:" (two lines), "City:", "State:" (a dropdown menu set to "Not Applicable"), "Zip Code:", "Country:" (a dropdown menu set to "China (P R O C.)"), and "Phone Number:"; and "Local Address" with a checkbox for "Make Same As Permanent Address" (unchecked), a "NOTE" about graduation candidates, and fields for "Street:" (two lines), "City:", "State:" (a dropdown menu set to "Not Applicable"), "Zip Code:", and "Country:" (a dropdown menu set to "United States").

4. Click on "Changes made -Update Address"