Duke Visa Services

Instructions on Updating Your Local Residence Address in DukeHub

To Update an Existing Local Residence Address

1. Log into DukeHub
2. Select “Profile” in the top right-hand corner.

3. In the Addresses Section select “Edit Addresses”. Note the “Local Residence Address”.

4. Find the Address Type of “Local Res.” (if one does not exist you must add an address, not update) and click on the “edit” button.
5. Enter your address information in the correct format. Specific details on address format can be found on Duke Visa Services’ [Local Residence Address For F-1 and J-1 Students](#) webpage.

### Adding a Local Residence Address to your Addresses

1. In the Addresses Section select “Edit Addresses”.
2. In the Addresses Section select “Add A New Address”.

3. Enter your address minding proper format constraints and click the “OK” button. Specific details on address format can be found on Duke Visa Services’ [Local Residence Address For F-1 and J-1 Students](#) webpage.
4. Check the box next to “Local Res”. You can also select ‘Mail’ if the new address is where your mail (postal) should be delivered.