



## Student Contact and Passport Info in MyEAP Instructions

You must log on to MyEAP to confirm your contact and passport information. Keep it updated and accurate throughout your participation in UCEAP.

- Step 1: Log on to MyEAP and go to the “Contact Info” menu option:  
<https://MyEAP.eap.ucop.edu/apply>
- Step 2: Review and update all contact information.
- Step 3: **IMPORTANT:** You must also enter information in the **Financial Address** fields, and, if applicable, the **Temporary Address** fields. Definition of each type of address is in MyEAP.
- Step 4: After updating your contact information, go to the “Personal Info” menu to review, confirm, and update your passport information.  
  
Keep your passport information accurate, as it may be shared with your host institution to facilitate registration or **visa procedures**.
- Step 5: Update both pages online any time your contact or passport information changes prior to departure.
- Step 6: Upon arriving abroad, you must update the **Address Abroad While Participating in EAP** contact information in MyEAP.

### Technical problems using MyEAP?

If you experience any technical problems using MyEAP, e-mail [MyEAPhelp@eap.ucop.edu](mailto:MyEAPhelp@eap.ucop.edu). This e-mail is solely for technical support. Direct program questions to UCEAP Operations (their contact information is noted in the Travel Requirements section of your Participants program page).