As a student, you can have multiple addresses in the system – access this page by clicking on your picture or the cloud icon at the top right of the page when you log into UR Student. If you are also an Employee or a funded Grad Student, you may need to select your name under the word Student on the first page you see. Select Contact on the left hand side to view this page:

1. Your On Campus Mailbox at the Campus Mail Center (CMC) or other campus location – this address will be considered your Mailing Address (‘Where You Get Your Mail’) if assigned. This address will be loaded into the system on your behalf.
2. Your University Housing Assignment (specific to a term) – this address will be considered your residential address while at school (‘Where I Live While at School’) for any term in which you have a housing assignment. This address will be loaded into the system on your behalf each term.
3. Home Contact Information – maintained by you! Originally populated from your application. You should have the following addresses stored in the system at all times:
   1. Where You Live When Not in School – all students with US residences or a permanent residence in the USA
   2. Where You Live When Not in School, if outside the USA – international students only – permanent residence address is outside the USA
   3. Where You Get Your Mail – if no CMC or On Campus Mail Box visible under Institutional Contact Information
   4. Where You Live While in School – if you do not have a University Housing assignment for the current term
   5. Student Billing – ECMS students and students who do not opt for electronic delivery of 1098-Ts need a student billing address

Understanding Your Address Data in UR Student

1. Contact
   - Institutional Contact Information
     - Item
       - Address: CMC Box 398490
       - Room: 472
       - Assignment Status: Unassigned
       - Academic Period: Fall 2020-21
     - Email Address: rochester@u.rochester.edu
   - Home Contact Information
     - Item
       - Address: 1400 Vegetable Drive
       - Usage: Home (Primary)

2. University Housing Assignment
   - Item
     - Location: Valentine Hg
     - Room: 472
     - Assignment Status: Unassigned
     - Academic Period: Fall 2020-AAC

3. Institutional Contact Information
   - Item
     - Address: CMC Box 398490
     - Room: 472
     - Assignment Status: Unassigned
     - Academic Period: Fall 2020-AAC
   - Email Address: rochester@u.rochester.edu
   - Institutional (Primary)
Updating Your Address in UR Student

Students can update contact information at any time in UR Student. It is important to keep where you live when in school and out of school for domestic and international sponsored students. Follow steps below on how to complete these steps. More student training is available.

Updating Contact Information (Address)

1. Log into UR Student using your Net ID and password

   Note: If off campus, use Duo Two Factor Authentication. To enroll in Net ID Duo, contact the help desk listed for support.

2. Click the Profile (picture or cloud) icon to access the Contact and address information.

3. From the Profile page select Contact from the right menu.

4. Select Edit above Home Contact Information to update, add or delete your personal addresses listed.

   Important step: 2 address types are needed for all students; where you live when at school and where you live while not at school.

   When at school and not living in University housing, students need both address types updated in UR Student even if they are the same. Please see the Yellow Descriptive Note Box for more information!

5. On the Change Home Contact Information screen, select the icon to edit.

6. When editing an address, keep the Effective Date as the current date.

7. Update address lines (Country, Address Line, City, State) as needed.

8. Within the Usage field, select the correct description for the address.

   a. Where you live while at school
   b. Where you live when not in school
   c. Where you live when you're not in school, if outside the USA
   d. Student – Billing

When a 3rd Party billing address changes, update your third party delegate from the Friends and Family tab.

9. When done, select the icon to accept changes, or select the icon to exit edit mode without saving.

10. Complete steps 5 – 8 for each address type to update.

11. When all updates are complete, select Submit to save updates, Save for Later to finish at another time, or Cancel to return to the Change Home Contact Information screen.

12. Select Done.

**Descriptive Note:** Students that have a University Housing Assignment, will use that instead of their Where You Live While in School address. If you have a Campus Mail Center (CMC) box, this will be used instead of your Where you get Your Mail address. These are automatically populated in UR Student and cannot be changed you.
Address data originally comes into the system from admissions applications. Those applications typically contain both a permanent address and a mailing address.

**Permanent Address:**
- Where You Live When Not in School (Primary Home)
- Where You Live When Not in School, if outside the USA (if a non-US address)
- Parent/Guardian (Undergrad only?)

**Mailing Address:**
- Where You Get Your Mail (will be replaced with a CMC box when assigned)
- Student-Billing (ALL? ECMS ONLY???)

**Note:** Where You Live While at School is NOT populated, as it may not be known at the point of application???

**Note:** If a student already exists in the system, or the student matches to a worker in the system:
- **Matches to Student/Worker – Academic Record already exists and is active**
  - If the Primary Home address matches, update

- **Matches to Student/Worker – Academic Record already exists and is inactive**
  - Add the addresses as additional addresses