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** – your permanent address, required for all students. A US based address.
   2. **Where you Live When Not in School, if outside the USA** – your permanent address, outside the USA. International students may have both a permanent address within the US as well as a permanent address in their home country.
   3. **Where You Live While in School** – your residence during the academic term. Only fill out if you do not live in University housing.
   4. **Where You Get Your Mail** – your mailing address during the academic term. Only fill this out if you do not have an assigned mailbox on the River Campus or at Eastman.
   5. **Student Billing** – Only fill this out if you have opted out of receiving 1098-Ts electronically or if you are an ECMS student.
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 [Edit](#) icon to update or delete

   (icon will delete)

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 [Accept Changes](#) icon to accept changes, or select the [Exit Edit Mode](#) 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.