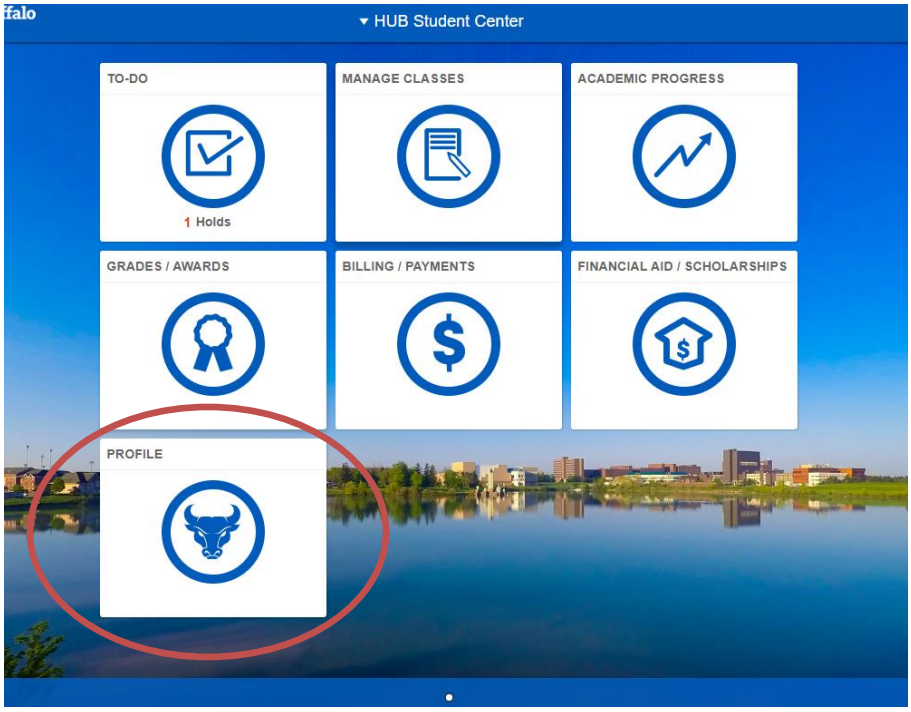
How to Report Your Address to UB

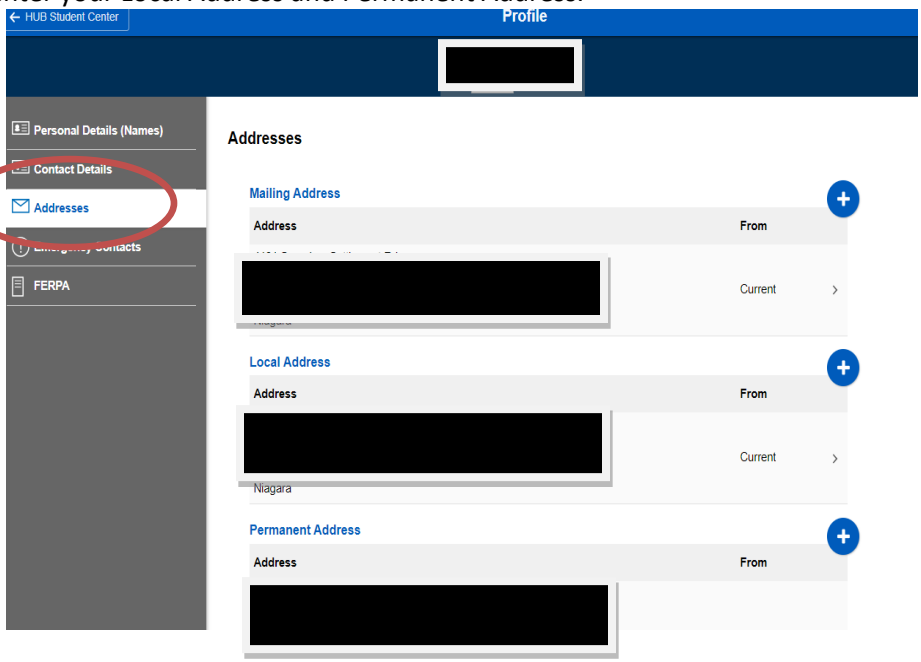
If your Local Address and phone number are not updated in UB's Student Information System (HUB), we cannot inform SEVIS that you are enrolled at UB. You must report changes in both your <u>Permanent</u> and <u>Local</u> address types!!

Once you log into your HUB Student Center, click on PROFILE.



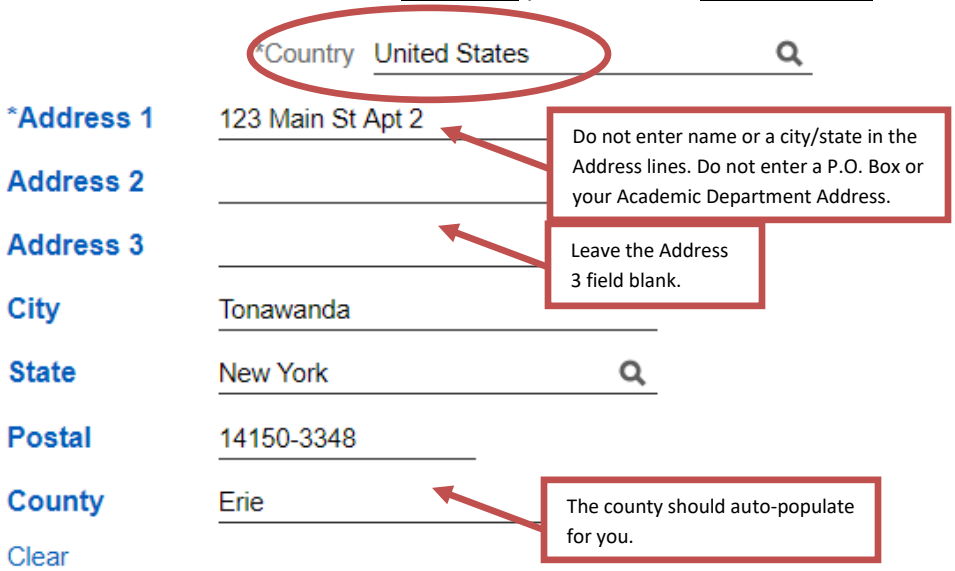
Important: Do not use any foreign language software when you type your address!

Click "Addresses" to enter your Local Address and Permanent Address.



How to Write Your U.S. Address:

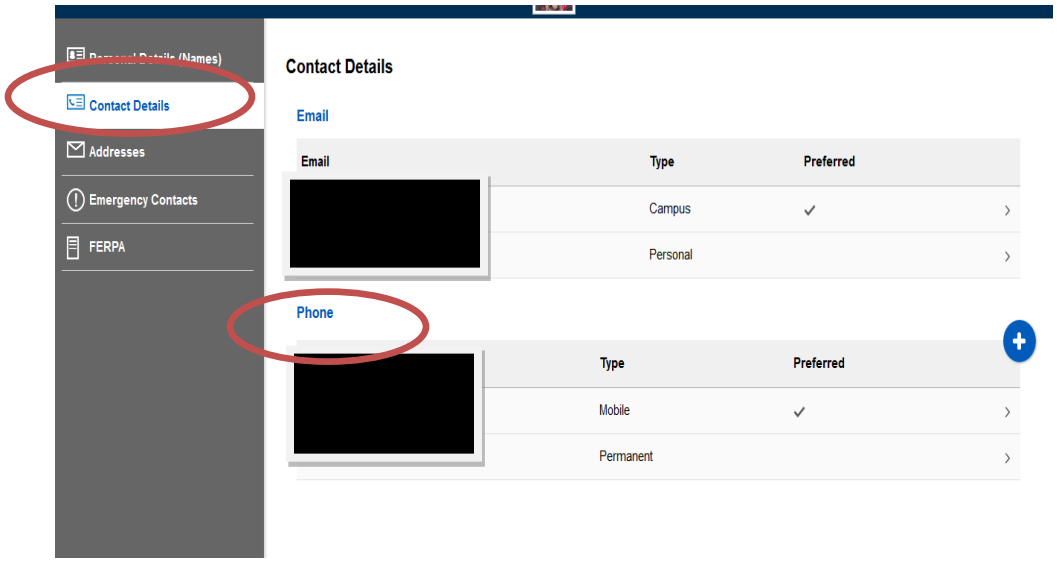
- Do not forget to enter Country first
- Do not include your name in the address lines
- **Enter your street address in Address line 1.** The third address line will not be reported to SEVIS!
- Change your address in the HUB Student Center each time you move and within 10 days of the move



After you enter your address, click Save.

- **Permanent Address:** Home Country Address (enter Country first)
- **Local Address:** Residence in Buffalo (not an overseas address, P.O. Box, or UB department address)

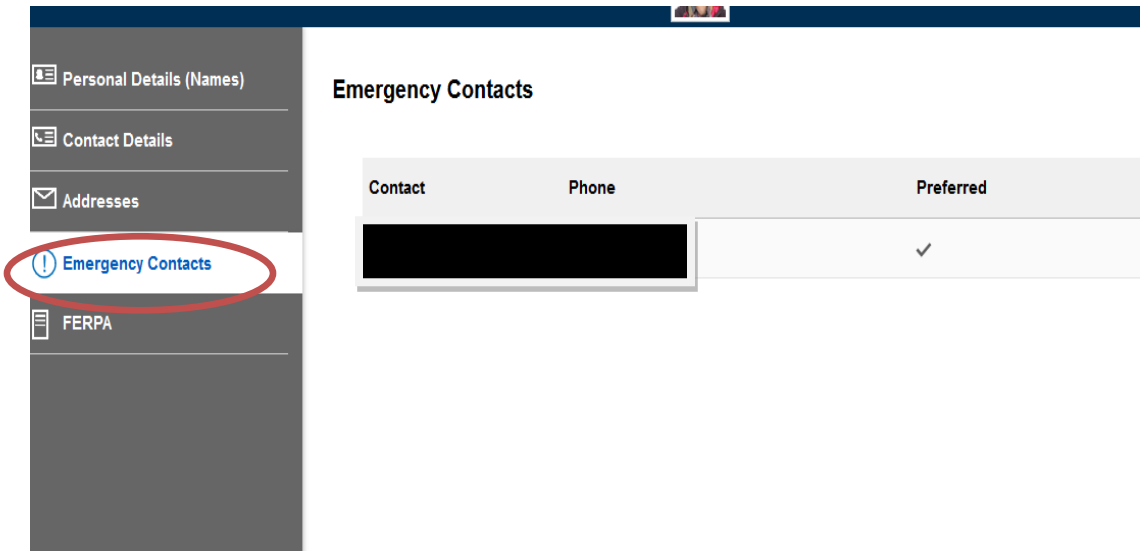
Report Your Phone Number to UB

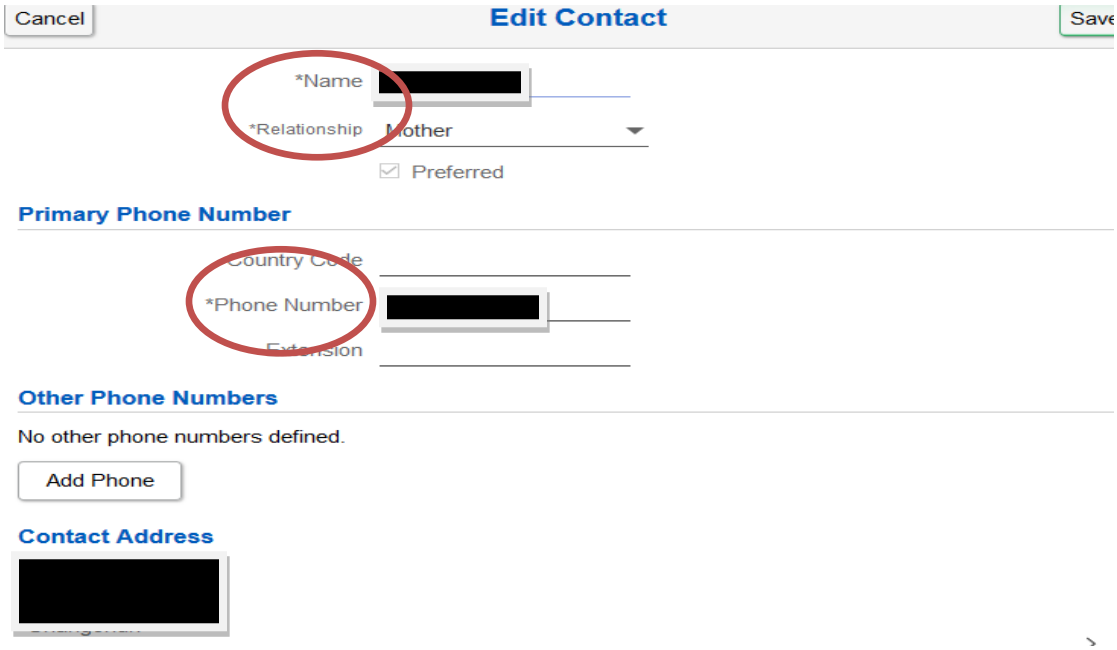


Report Your Emergency Contact Information to UB

It is very important that you enter your Emergency Contact information into your HUB Student Center. No one plans on getting sick or having an accident, but we will need to be able to contact your family if you have an emergency in the U.S.

Click "Emergency Contact" to add the phone number of a **relative or friend** in your home country or in the U.S.





After you enter your Emergency Contact, click Save.