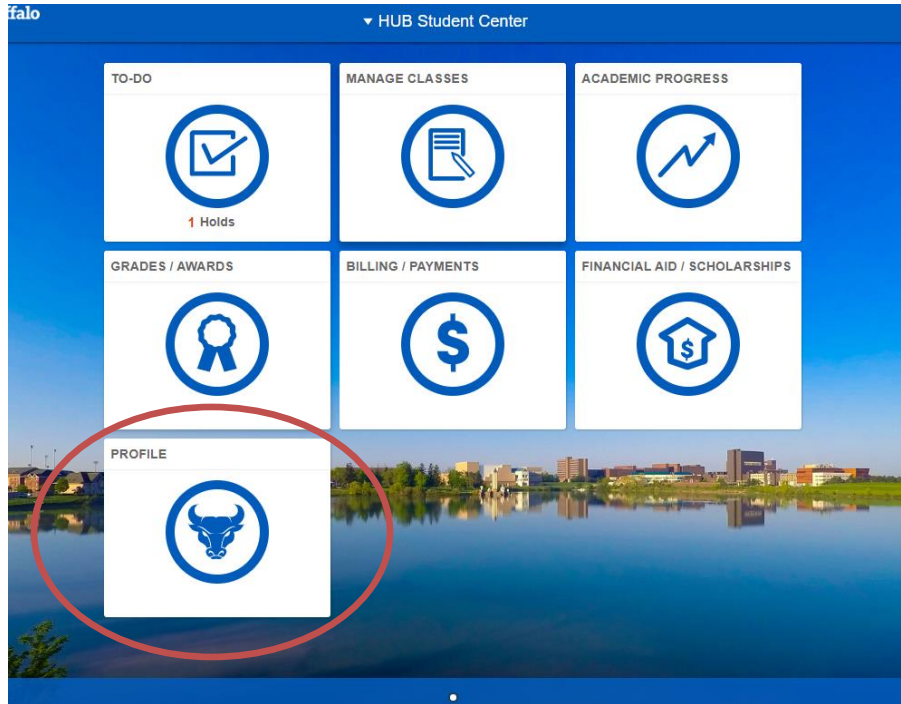


How to Report Your Address to UB

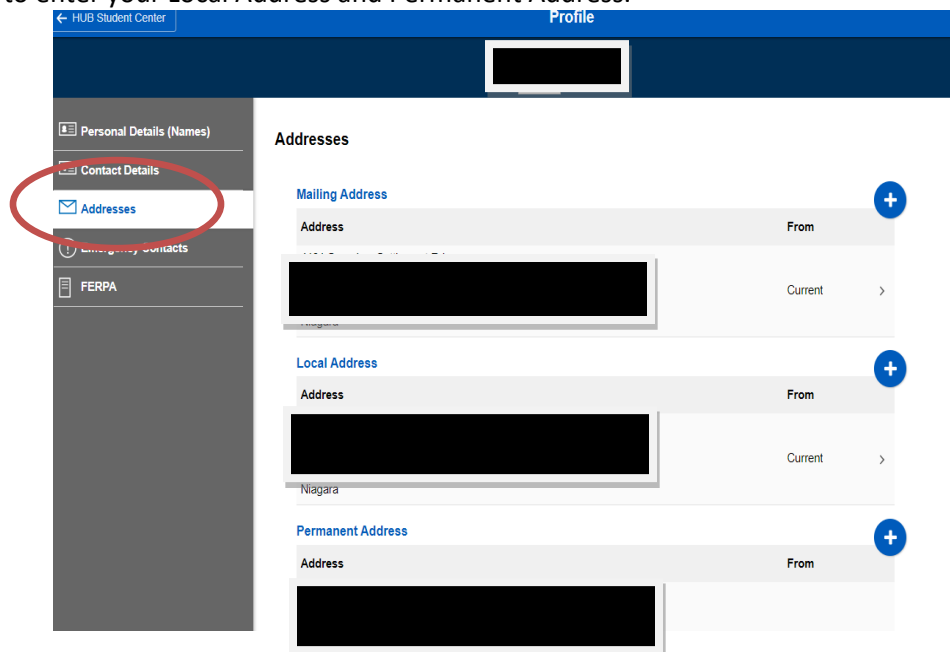
If your Local Address and phone number are not updated in UB's Student Information System (HUB), we cannot inform SEVIS that you are enrolled at UB. You must report changes in both your Permanent and Local address types!!

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

The screenshot shows a form for entering a U.S. address. The fields are: *Country (United States), *Address 1 (123 Main St Apt 2), Address 2, Address 3, City (Tonawanda), State (New York), Postal (14150-3348), and County (Erie). Annotations include: a red circle around the Country field; a red box pointing to Address 1 with the text 'Do not enter name or a city/state in the Address lines. Do not enter a P.O. Box or your Academic Department Address.'; a red box pointing to Address 2 and 3 with the text 'Leave the Address 3 field blank.'; and a red box pointing to the County field with the text 'The county should auto-populate for you.'

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

The screenshot shows the 'Contact Details' page in the HUB Student Center. The left sidebar has 'Contact Details' circled in red. The main content area shows 'Email' and 'Phone' sections. The 'Email' section has a table with columns 'Email', 'Type', and 'Preferred'. The 'Phone' section has a table with columns 'Type' and 'Preferred'. Both sections have a red circle around the 'Phone' label and a blue plus sign in the bottom right corner.

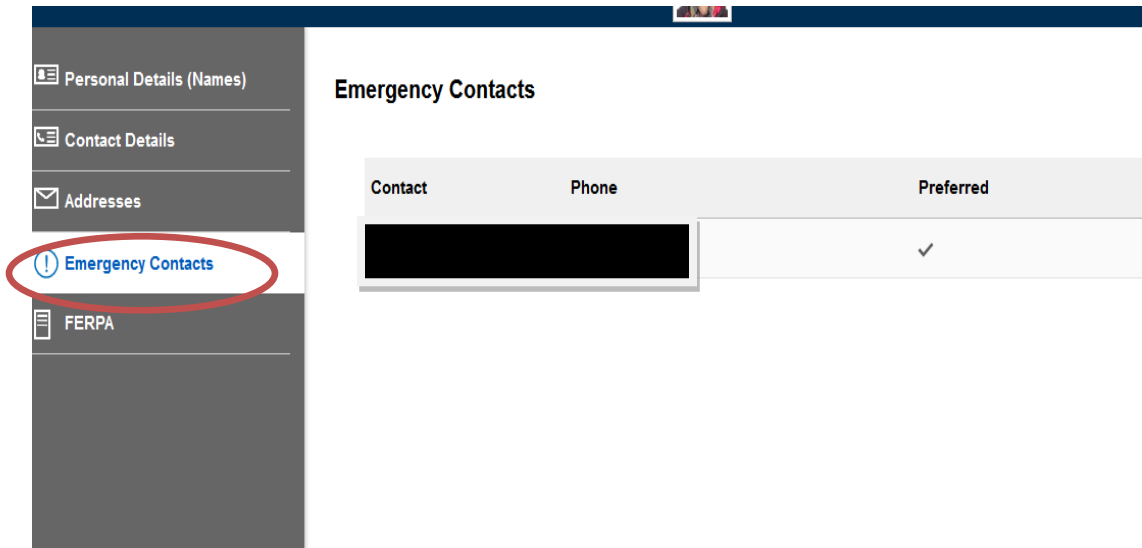
Email	Type	Preferred
[Redacted]	Campus	✓
[Redacted]	Personal	

Phone	Type	Preferred
[Redacted]	Mobile	✓
[Redacted]	Permanent	

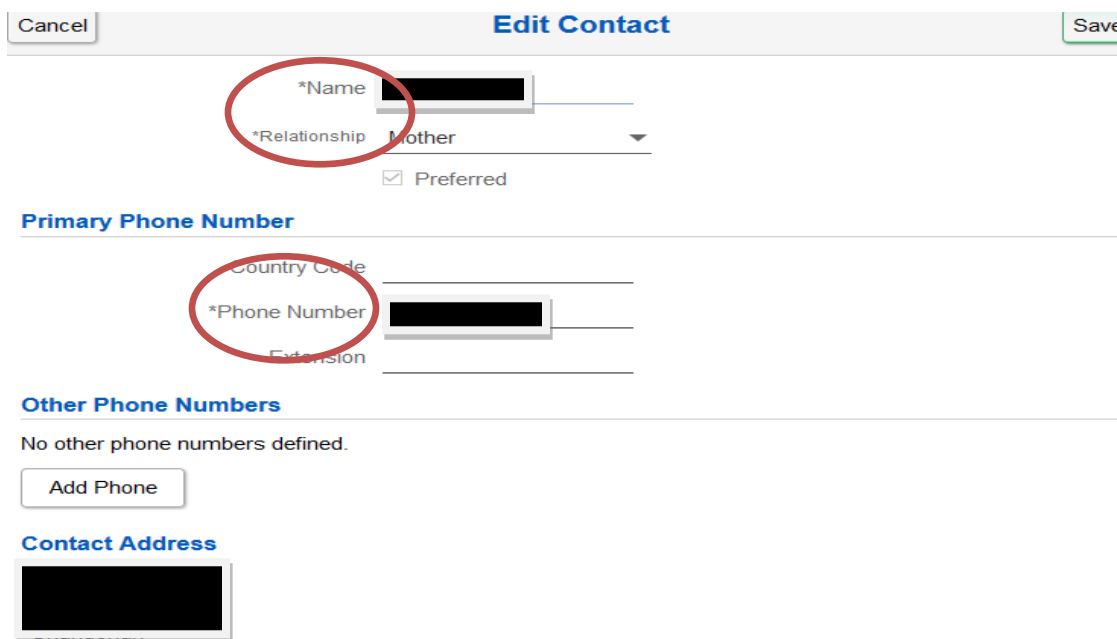
Report Your Emergency Contact Information to UB

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.



Contact	Phone	Preferred
[REDACTED]	[REDACTED]	✓



Cancel **Edit Contact** Save

*Name [REDACTED]

*Relationship Mother

Preferred

Primary Phone Number

Country Code [REDACTED]

*Phone Number [REDACTED]

Extension [REDACTED]

Other Phone Numbers

No other phone numbers defined.

Add Phone

Contact Address

[REDACTED]

After you enter your Emergency Contact, click Save.