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, scroll down to Personal Information and click on the Permanent Address. If updating your permanent address, be sure to change the country first.
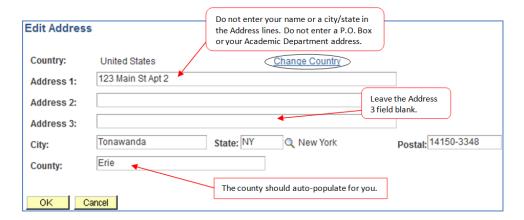
Important: Do not use any foreign language software when you type your address!

Click the ADD A NEW ADDRESS button to enter your Local Address for the first time. Click the "edit" button to make changes to your Local and Permanent addresses.
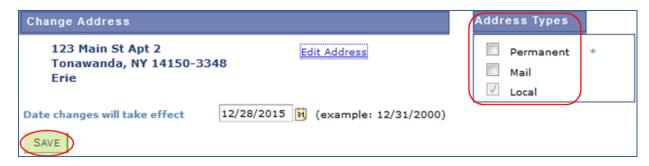

How to Write Your U.S. Address:

- 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
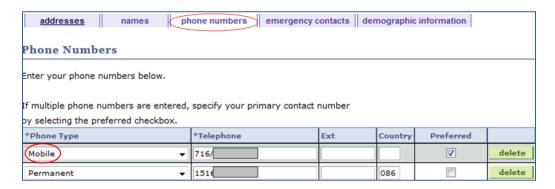

After you enter your address, **click OK.** Be sure to select the **Address Types** before you click **Save**!

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

Report Your Phone Number to UB

addresses	names	phone numbers	emergency contacts	demographic information

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile	716/			☑	delete
Permanent	1516		086	☐	delete

Report Your Emergency Contact Information to UB

▼ **Personal Information**

Demographic Data
Emergency Contact
Names
User Preferences

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** in your home country or in the U.S. (<u>not</u> your girlfriend, boyfriend, roommate, etc.)

Personal Information	Security	Participation
addresses	names	phone numbers	emergency contacts	demographic information

Emergency Contact Detail

→ *Contact Name [   ]

→ *Relationship Other ▼

Contact's Address

☐ Same Address as Individual

Country United States
Address

Edit Address

Enter <u>Numeric</u> Country Code

Contact's Phone

☐ Same Phone as Individual

→ Phone [   ]   Extension [   ]   Country [   ]

Other Telephone Numbers

*Phone Type	Phone Number	Extension	Country	

ADD A PHONE NUMBER

SAVE

Return to Emergency Contacts Summary