Student Location

Maintaining updated location information enables campus health and wellness units to communicate proper protocols to students that will help us all maintain a safe and healthy campus environment during the pandemic. For this reason, you should insert and/or update your "Student Location" in Student Self-Service every time your living location changes. Typically, this is at the beginning of each academic year but could change throughout the year. ***The Student Location is a different "Type of Address" than both Permanent and Mailing Address.***

Below are instructions for providing your Student Location in Self-Service. If you follow the instructions and you have issues or questions, please email registration@illinois.edu.

- Access Self-Service, select "University of Illinois Urbana-Champaign".
- Log in using your NetID and Password
- In the Main Menu, select "Personal Information".
- In the Personal Information Menu, select "Addresses & Phones".

If you already have a Student Location:

- Under "Student Location", click the "Current" link. You will be taken to the Update/Insert Addresses and Phones page:

- Update the "Valid From This Date:MM/DD/YYYY" field with the date you will be relocating or enter the current date if the date is within a previous semester and you are remaining in the current location. Please note the date **MUST** be entered in **MM/DD/YYYY** format. For example, 09/02/2021 represents September 2, 2021.

- Update the "Until This Date:MM/DD/YYYY" field with the estimated date you plan to leave the existing location or the new location you are providing. If you do not know when you will be leaving the current or new location, leave this field blank. Again, the date **MUST** be entered in **MM/DD/YYYY** format.
- Update the address, if necessary, to reflect your current living location.
- Click "Submit" to save the updated Student Location.
- You can then exit Self-Service by clicking "EXIT" in the upper-right corner.

If you only have Permanent and/or Mailing Address information (shown below), use the following steps to additionally insert a Student Location:
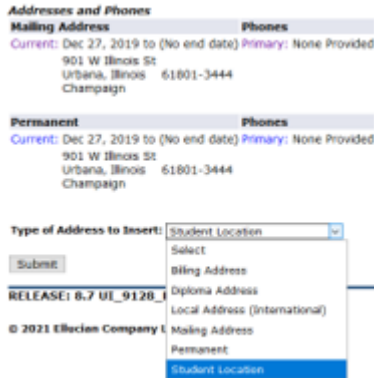

- In the dropdown for "Type of Address to Insert," select "Student Location" then click "Submit".

- In the "Valid From This Date:MM/DD/YYYY" field, enter the current date or the date you began living at the location being inserted. Please note the date **MUST** be entered in **MM/DD/YYYY** format. For example, 09/02/2021 represents September 2, 2021.
- Update the "Until This Date:MM/DD/YYYY" field with the estimated date you plan to leave the location. If you do not know when you will be leaving the location, leave this field blank. Again, the date **MUST** be entered in **MM/DD/YYYY** format.
- Complete the Address Lines 1-3 to the best of your ability. Address Line 1 is a required field that should include your location street name and number. If you don't know a specific apartment number, for example, you can leave Address Lines 2 and/or 3 blank.
- Input the City of your location and select the appropriate State or Province from the drop-down. The ZIP or Postal Code and County fields will populate automatically based on City and State or

Province. If your location is international, not in the U.S. or Canada, you can enter your nation first, then please provide a complete postal address including street, city and postal code where applicable.

- Once you have completed the remaining fields to the best of your ability (phone information is not required), click "Submit".
- You can then exit Self-Service by clicking "EXIT" in the upper-right corner.

If you are living in a University-owned apartment such as Ashton Woods or Orchard Downs, please enter your address in Line 1 as building street address followed by your apartment number/letter. For example, 2309 S. First St. Apt XXX.

If you are staying in a University-owned residence hall, please enter your room number and hall in Line 1 and the street address for the building in Line 2. For example, Line 1: XXX Sherman Hall, Line 2: 909 S. Fifth St.