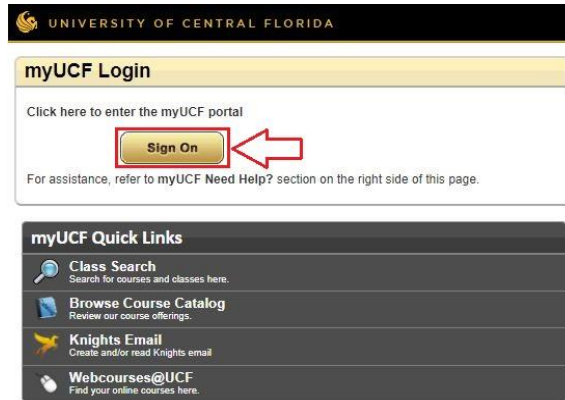
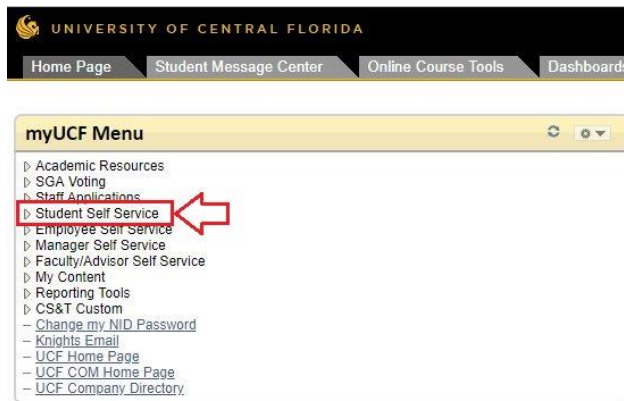




Step 1: [Login to my.ucf.edu, using your NID and NID password](#)



Step 2: [Navigate to “Student Self Service” on the main menu](#)



Step 3: [Navigate to “Personal Information,” then “Addresses”](#)





Step 4: Select the U.S. address type

Home and Mailing Address

Address Type	Status	As Of	Country	Address	
Home	Current		USA		<input type="button" value="Edit"/>
Mailing	Current		USA		<input type="button" value="Edit"/>

Your HOME and MAILING address are now required, so please ensure that both addresses are typed correctly and up-to-date. For more information, click the Address Standards link below.

Your HOME address is your physical address, your place of residence, Post Office (PO Box) addresses are not acceptable for HOME address.

Your MAILING address is the official address to which Human Resources will mail important information such as your W-2s, 1042s, benefit information and other correspondence. This is also the address which will appear on your paycheck stub. Your MAILING address can be a PO Box, the same as your HOME address, or a different physical address.

[Address Standards](#)
[People First](#)

Step 5: Input new U.S. address and save

Edit Home Address - EXAMPLE

Country:

Address 1:

Address 2:

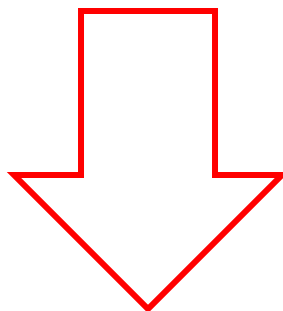
City: State:

County:

On date: (example: 01/31/2000)

Copy Address from Home

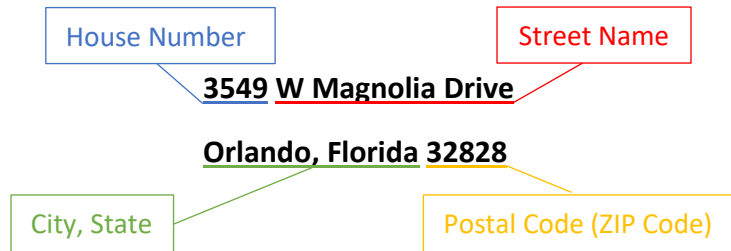
Need help understanding how to format a U.S. address? See below for guide.





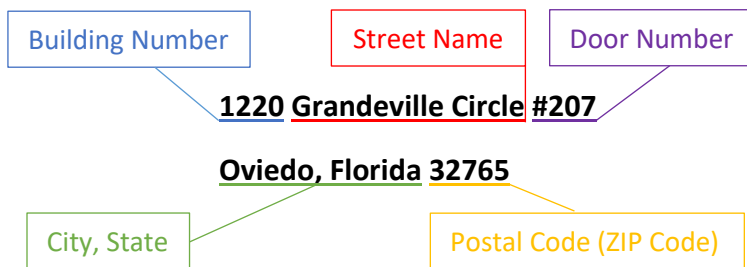
DO YOU LIVE IN A HOME?

Example Address:



DO YOU LIVE IN AN APARTMENT COMPLEX?

Example Address:



DO YOU LIVE IN A TOWNHOUSE?

Example Address:

