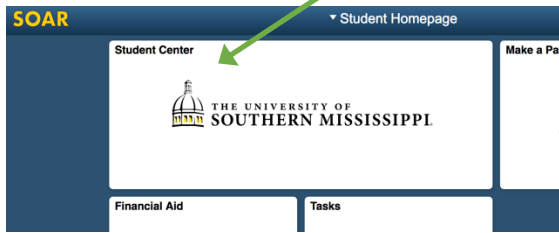
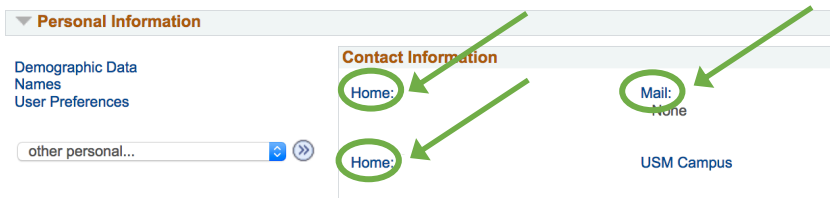


Change Student Address

1. Click the **Student Center** tile.



2. Scroll down the page to the "Personal Information" section and click the **link** for the item you wish to add or edit.

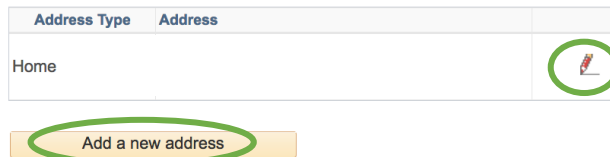


3. Read the information on the next page and click the **I agree** button at the bottom of the page to proceed.

Policy 5 - Undeliverable Mail

If mail sent to an address is returned undeliverable, the address will be flagged as "inactive" by the appropriate address via SOAR or provide the Registrar's Office or appropriate office with the correct information.

4. Click the **edit pencil** / **Add a new address** button for the pertinent information.



5. Type in the correct information. Click **OK** to save.

Edit Address

Country United States [Change Country](#)

Address 1 123 Main Street

Address 2

Address 3

City Hattiesburg

State MS Mississippi

Postal 39401

County Forrest

6. a. Select what type address, etc this is.
b. Select when the change will take effect.
c. Click the **Save** button to record the change.

The image shows a 'Change Address' form with the following elements and annotations:

- Change Address** header
- Address: 123 Main Street, Hattiesburg, MS 39401
- [Edit Address](#) link
- Address Types** section with radio buttons:
 - Home
 - Mail
 - Degree
 - Internati
 - MailDrop
- Date field: 04/12/2018 (example: 12/31/2000)
- Text: Date changes will take effect
- Save** button

Annotations:

- a**: Points to the 'Home' radio button in the 'Address Types' section.
- b**: Points to the date input field containing '04/12/2018'.
- c**: Points to the 'Save' button.