## UPDATING YOUR ADDRESS & PHONE IN COUGARNET

ALL F-1 STUDENTS ARE REQUIRED TO REPORT AND MAINTAIN A LOCAL U.S. ADDRESS AND PHONE NUMBER WITH THE DEPARTMENT OF HOMELAND SECURITY WITHIN 10 DAYS OF INITIAL ARRIVAL AND WITHIN 10 DAYS OF ANY CHANGE. THIS ADDRESS MUST BE YOUR LOCAL U.S. RESIDENTIAL ADDRESS WITH ROOM NUMBER (IF YOU LIVE IN A RESIDENCE HALL) OR APARTMENT NUMBER (IF YOU LIVE IN AN APARTMENT). CAMPUS DEPARTMENTAL ADDRESSES, P.O. BOXES, AND FOREIGN ADDRESSES ARE NOT ACCEPTABLE ADDRESSES FOR IMMIGRATION PURPOSES. THIS ADDRESS IS FORWARDED TO THE DEPARTMENT OF HOMELAND SECURITY.

\*Please make sure your **Permanent** address is always your home country address. If not, contact the Office of International Affairs. **INTERNATIONAL STUDENTS CANNOT HAVE A PERMANENT U.S. ADDRESS.** 

# YOUR IMMIGRATION REGISTRATION AND EMPLOYMENT STATUS WILL NOT BE COMPLETE UNTIL YOU HAVE UPDATED YOUR ADDRESSES.

#### STEP 1: GO TO WWW.SIUE.EDU/COUGARNET

#### STEP 2: Click on Enter CougarNet with your University ID

	1		
CougarNet /			A XXXX
S-V-			
Enter CougarNet with your e-ID Login here to view your personal information.	Enter CougarNet with your University ID (begins with 800) Login here to view your personal information.	Class Schedule View the current schedule of classes.	Course Catalog View course information, including course description.

STEP 3: Enter your **User ID** (*your 800#*) and your **PIN** (for first time users, your PIN is your birthdate in this format: *MMDDYY*)

#### University ID and PIN Lookup

User ID:	
PIN:	
	Login Forgot PIN?

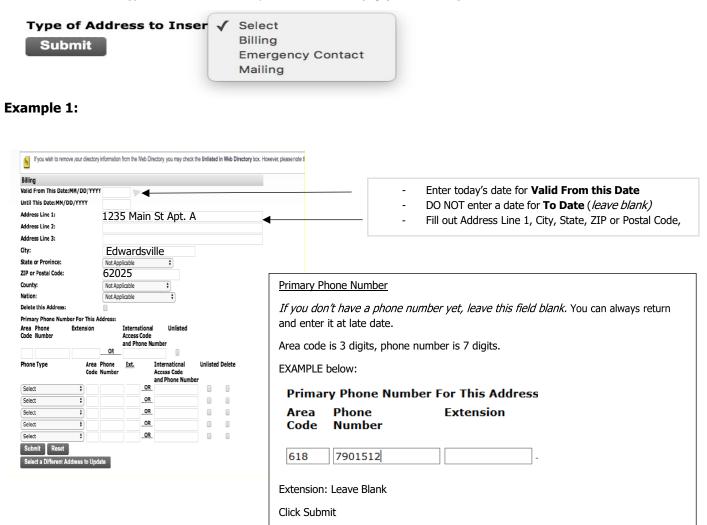
#### STEP 4: Click on Personal Information

Personal Information	Student	Financial Aid	Employment	Blackboard Academic Suite
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your diractory profile; Update ethnicity and race; Declare veteran classification and disability status.	Apply for Admission, Register, View your academic records and Billing Information.	Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.	Benefits, Deductions, leave or job data, paystubs, W2 forms,and W4 data.	

#### STEP 5: Click on View and Update Addresses and Phones

Change your PIN Need to update your PIN? Change it here.	Change Security Question	View and Update Addresses and Phones	View E-mail Addresses

STEP 6: Scroll down to Type of Address to Insert (at the bottom of the page). Select Billing & hit Submit



### Example 2:

illing											
alid From This Da	te:MM/UD	/ 11	Y								
ntil This Date:MM	/DD/YYY	r									
ddress Line 1:			1035	Enclave	Blvc	Apt :	.00				
ddress Line 2:						•					
dress Line 3:											
y:			Edwar	dsville							
ate or Province:			Not App	licable			•				
P or Postal Code	:		62025	5							
			02023	,							
unty:			Not App			÷	)				
				licable		;	) •				
tion: lete this Address imary Phone Nu	mber For		Not App Not App	licable	tional		•				
ounty: ation: elete this Address imary Phone Nur ea Phone ode Number			Not App Not App	licable	Code		/				
ition: lete this Address imary Phone Nu ea Phone	mber For Exten	sion Area	Not App Not App	licable licable Internat Access C	Code ne Nu	Intern Access	Julisted		ted D	Delete	
tion: lete this Address imary Phone Nul 24 Phone de Number one Type	mber For Exten	sion Area	Not App Not App ddress:	Internat Access C and Pho Ext.	Code ne Nu	Intern Access	Julisted		ted D	Delete	
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tion: lete this Address imary Phone Nu ea Phone de Number one Type elect	mber For Extens	sion Area	Not App Not App ddress:	licable licable Internat Access ( and Pho Ext.	OR	Intern Access	Julisted	ber	ted E		
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# Example 3:

Billing								
Valid From This Date	MM/UD/YY	YY .						_
Until This Date:MM/D	DD/YYYY							
Address Line 1:		5835	Patty Dr	r ∆nt	tΔ			
Address Line 2:		5055	r accy Di	, , , p c				
Address Line 3:								
City:		Edwar	dsville					
State or Province:		Not App	plicable		\$			
ZIP or Postal Code:		6202	25					
County:		Not App	plicable		\$			
Nation:								
		NOT APP	plicable		\$			
Primary Phone Numb Area Phone	ber For This Extension		Internat		l Unlisted			
Delete this Address: Primary Phone Numl Area Phone Code Number		Address:	Internat Access ( and Pho	Code	l Unlisted			
Primary Phone Numb Area Phone Code Number	Extension	Address:	Internat Access C and Pho	Code	u Unlisted			
Primary Phone Num! Area Phone	Extension	Address:	Internat Access ( and Pho	Code	l Unlisted	Unlisted	Delete	
Primary Phone Numb Area Phone Code Number	Extension	Address:	Internat Access ( and Pho Ext.	Code	Unlisted		Delete	
Primary Phone Numb Area Phone Code Number Phone Type	Extension Area Code	Address:	Internat Access C and Pho <u>Ext.</u>	Code one N	Unlisted	r		
Primary Phone Numl Area Phone Code Number Phone Type Select	Extension Area Code	Address:	Internat Access ( and Pho <u>Ext.</u>	Code one No OR	Unlisted		0	
Primary Phone Numi Area Phone Code Number Phone Type Select Select	Extension Area Code \$	Address:	Internat Access ( and Pho <u>Ext.</u>	OR OR	I Unlisted			

## Example 4:

Billing											
Valid From This Dat	e:MM/DI	D/YYY	Y								
Intil This Date:MM/	DD/YYY	Y									
ddress Line 1:			400	Courar	Village Apt 1	C					
ddress Line 2:	s Line 2:			400 Cougar Village Apt. 1C							
ddress Line 3:											
ity:			Edwa	Edwardsville							
tate or Province:			Not App	olicable	\$						
IP or Postal Code:			6202	5							
county:			Not App	olicable	Not Applicable \$						
Nation:				Not Applicable \$							
Nation:		Not App	olicable	÷							
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Delete this Address Primary Phone Num Area Phone Dode Number Phone Type Select Select	nber For Exten	sion Area	OR Phone	Internation Access Coc and Phone Ext.	nal Unlisted je Number International Access Code and Phone Nur R R	nber					
Delete this Address Primary Phone Num Area Phone Dode Number Phone Type Select Select Select Select	nber For Exten	sion Area	OR Phone	Internation Access Coc and Phone Ext. .0	nal Unlisted Je Number International Access Code and Phone Nur R R R	nber					

STEP 7: Repeat Step 6 for your Mailing Address

STEP 8: Verify your billing and mailing addresses have been updated in CougarNet and logout

Example:

Billing		Phones
Current:	Jun 01, 2018 - (No end date)	Primary: 646-7552096
	817 Patty Dr Apt F Maryville, Illinois 62062-6897 IL-Madison	
Mailing		Phones
Current:	Jan 26, 2018 - (No end date)	Primary: 646-7552096
	817 Patty Dr Apt F Maryville, Illinois 62062-6897 IL-Madison	Mobile: 6467552096
Permane	nt	Phones
Current:	Nov 15, 2017 - (No end date)	Primary: None Provided
	Road 5 1 Titas Road Flat 41 43 Block B Bonosree Rampua Dhaka, 1219 Bangladesh	

\*\*\* If you have a different street name that is not one of these examples. Here are some examples of abbreviations for other street names.

Primary Street Suffix Name	Standard Suffix Abbreviation
Alley	ALY
Avenue	AVE
Boulevard	BLVD
Circle	CIR
Court	СТ
Drive	DR
Estate	EST
Highway	HWY
Lane	LN
Parkway	PKWY
Place	PL
Road	RD
Route	RTE
Street	ST
Village	VLG

10/27/2021