

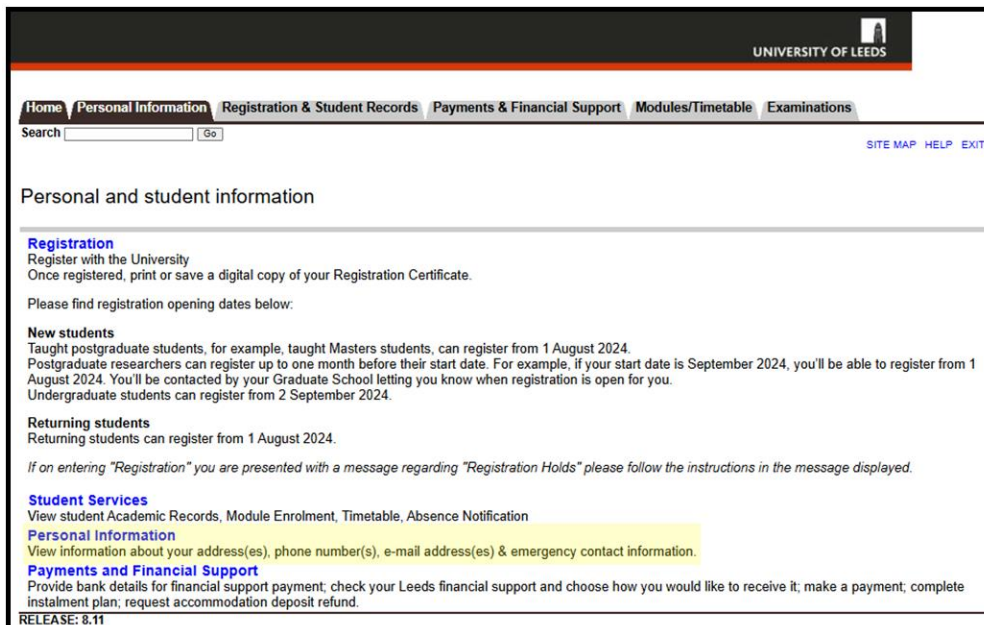
Updating Your Address Details Through Student Services

Last updated: 19/03/2025

Step-by-Step Instructions

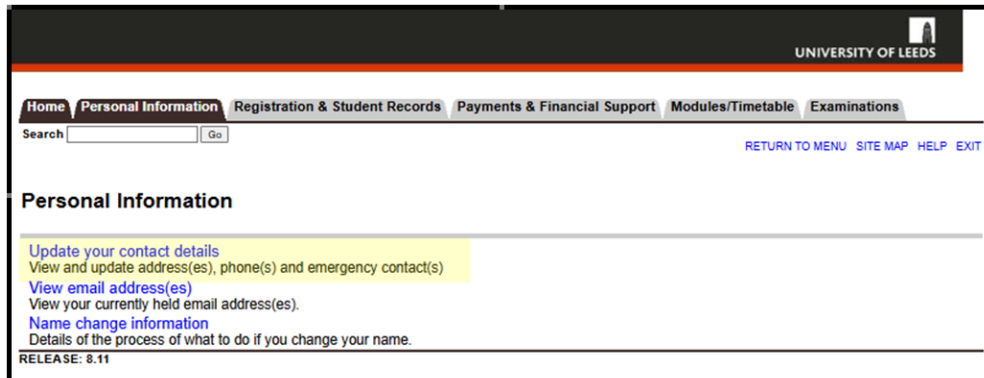
1. Log in to Student Services

Visit [Student Services](https://studentservices.leeds.ac.uk/) (<https://studentservices.leeds.ac.uk/>) and go to “Personal Information”.



2. Choose “Update Your Contact Details”

A list of your current addresses and telephone numbers will appear.



3. Edit an Address

- To update an address (e.g., Emergency Contact, Permanent Home, or Term Time), click “**Current**” next to the relevant address.
- If you cannot find the address type you need to update, select it from the **dropdown list** and click “**Submit.**”

*The addresses and telephone numbers in the image below are fictional.
Do not replicate these addresses and telephone numbers.*

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Update your contact details

To **update** an existing address, click the **link** next to the corresponding address.
 To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.
Note: Entering overlapping dates may change the effective dates on existing address records.

If you have applied for University accommodation it is vital that you do not enter a term time address

Addresses and Phones

| Emergency Contact 1, Nxt of Kin | Phones |
|---|----------------------------------|
| Current: 18 Nov 2024 to (No end date) First Name Last Name (Father) Room 501, Building 8 Xinghua Residential Area Haidian District BEIJING, 100089 China | Primary: +86 10 8765 4321 |

| Permanent Home | Phones |
|--|---|
| Current: 18 Nov 2024 to (No end date) Flat 2B, 23 Maple Road CAMBRIDGE, CB1 2DF United Kingdom | Primary: +441632460123 Permanent Home: +447700123456 |

| Term Time | Phones |
|--|--|
| Current: 18 Nov 2024 to (No end date) Flat 4A, 12 Elm Street LS2 7JJ, LS2 7JJ United Kingdom | Primary: +441632556789 Term Time: +447700900123 |

Type of Address to Insert:

4. Update Address Information

- **For Addresses in Listed Countries:**
 - Use the **dropdown menu** next to "Country" to select your country.
 - In the "**Search Address**" box, type at least five characters of your address or postal code to find your address.
 - Click on the correct address to fill in the fields automatically (you can manually adjust them if needed).
- **For Addresses in other Countries:**
 - If you cannot see the correct country in the dropdown menu, enter your address manually in the provided fields.

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Update Address(es) and Phone(s) - Update/Insert

Select the country of your address from the dropdown list below .

- If your country is NOT listed – enter your address manually in the address fields below.
- If your country is listed:
Type at least 5 characters of the first line of your address or postal code to search for the address. Typing more characters will return more relevant search results. Click the correct address to populate the address fields. You can amend the address manually if required.
If you cannot find your address, enter your address manually in the address fields below.

You need to provide a Main Contact Number (telephone) for this address. You can provide further telephone numbers if relevant.

You must provide a date when the address is effective from for both UK and overseas addresses.
This date cannot be prior to today's date.

Country

Degree Certificate

Valid From This Date: DD/MM/YYYY

Until This Date: DD/MM/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

Post Code/ZIP Code:

Nation:

Phones numbers for this address (work, mobile, etc.)

| Phone Type | Telephone Number incl. area code |
|-------------------------------------|-------------------------------------|
| Main Contact Number | <input type="text"/> |
| <input type="text" value="Select"/> | <input type="text"/> |
| <input type="text" value="Select"/> | <input type="text"/> |
| <input type="text" value="Select"/> | <input type="text"/> |
| <input type="text" value="Select"/> | <input type="text"/> |
| <input type="text" value="Select"/> | <input type="text"/> |

5. Add Contact Information

- Enter your main contact number in the “**Main Contact Number**” field.
- Add additional numbers if necessary.

6. Save Your Updates

- Once all details are updated, click “**Submit**” at the bottom of the page.
- You’ll return to the main page, where your changes should now be displayed.

Important Notes

- The addresses and numbers shown in the examples are fictional. Please use your own details.
- Ensure all information entered is accurate, especially emergency contact details.