

# UPDATING YOUR ADDRESS & PHONE IN COUGARNET

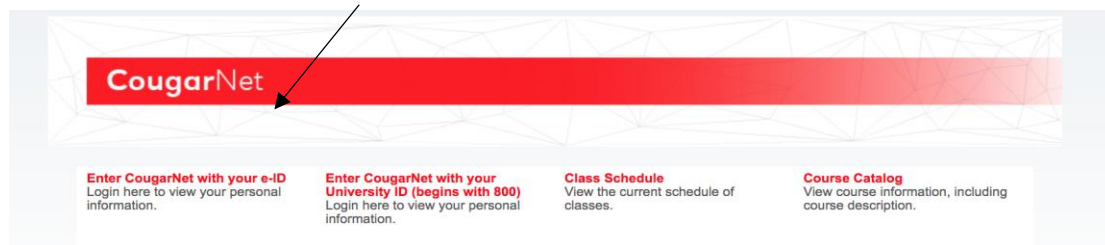
ALL F-1 STUDENTS ARE REQUIRED TO REPORT AND MAINTAIN A LOCAL U.S. ADDRESS AND PHONE NUMBER WITH THE DEPARTMENT OF HOMELAND SECURITY WITHIN 10 DAYS OF INITIAL ARRIVAL AND WITHIN 10 DAYS OF ANY CHANGE. THIS ADDRESS MUST BE YOUR LOCAL U.S. RESIDENTIAL ADDRESS WITH ROOM NUMBER (IF YOU LIVE IN A RESIDENCE 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](http://WWW.SIUE.EDU/COUGARNET)

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



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

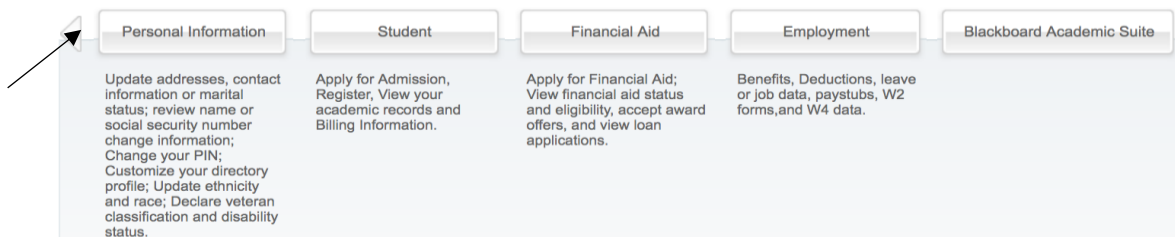
## University ID and PIN Lookup

User ID:

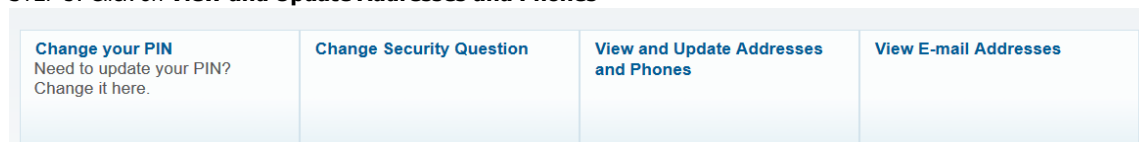
PIN:

Login | Forgot PIN?

STEP 4: Click on **Personal Information**



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



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

**Type of Address to Insert**

**Submit**

- ✓ Select
- Billing
- Emergency Contact
- Mailing

If you wish to remove your directory information from the Web Directory, you may check the Unlisted in Web Directory box. However, please note it!

**Billing**

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Area Code Number	Phone Number	Extension	International Access Code and Phone Number	Unlisted	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Enter today's date for **Valid From this Date**
- DO NOT enter a date for **To Date** (leave blank)
- Fill out Address Line 1, City, State, ZIP or Postal Code,

Primary Phone Number

*If you don't have a phone number yet, leave this field blank. You can always return and enter it at late date.*

Area code is 3 digits, phone number is 7 digits.

EXAMPLE below:

**Primary Phone Number For This Address**

Area Code	Phone Number	Extension
<input type="text" value="618"/>	<input type="text" value="7901512"/>	<input type="text"/>

Extension: Leave Blank

Click Submit

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