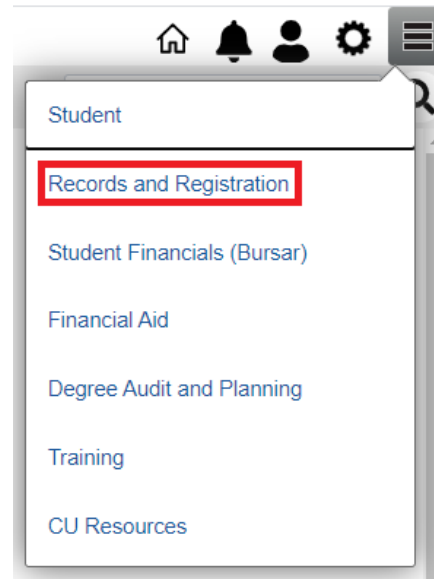
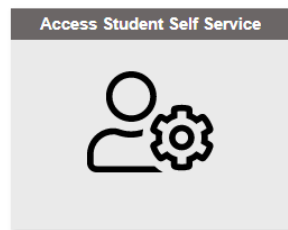


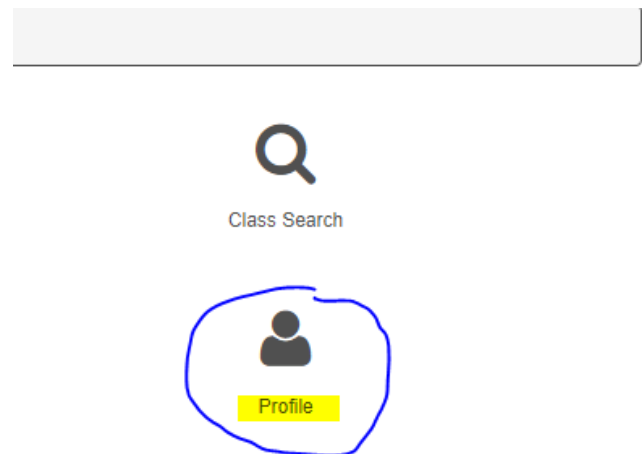
## HOW TO UPDATE YOUR ADDRESSES IN YOUR UCCS PORTAL

All international students must update their portal with any changes to their U.S. address, home country address, or phone number within 10 days.

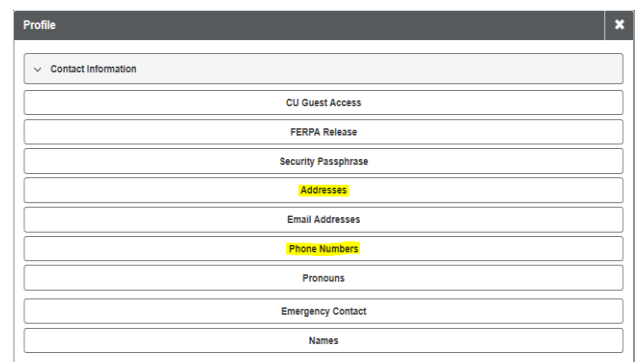
1. Go to [www.uccs.edu](http://www.uccs.edu), click on “Tools”, and then click on “myUCCS Portal” and sign in to your portal
2. By clicking the three lines at the top right, find ‘Records and Registration’ → then select ‘Access Student Self Services’



3. Select profile →



4. Select Addresses / Phone numbers  
 → Make sure you use correct spelling and U.S. formats.



## How to format a U.S. address → Examples

### If you live off campus:

Address Line 1: 1560 Constitution Avenue  
Address Line 2: Apt. 323 *(if you have apartment)*  
Address Line 3: *(leave empty)*  
Town or City: Colorado Springs  
State: Colorado  
Postal: 80918  
County: El Paso

### If you live on-campus:

#### Summit Village:

Aspen, Breckenridge, Copper, Eldora, Keystone,  
Monarch, Steamboat, Telluride, The Lodge, Vail

Address Line 1: 1010 Austin Bluffs Parkway  
Address Line 2: Building Name, Room Number  
Address Line 3: SV *(Box Number)*  
City: Colorado Springs  
State: Colorado  
Postal: 80918  
County: El Paso

#### Alpine Village:

Antero, Crestone, Cucharas, La Plata, San Juan,  
Shavano

Address Line 1: 4725 Clyde Way  
Address Line 2: Building Name, Room Number  
Address Line 3: VAV *(Box Number)*  
City: Colorado Springs  
State: Colorado  
Postal: 80918  
County: El Paso

**\*\*Please, make sure that you spell everything CORRECTLY and that your ZIP code (postal code) are correct!\*\***

### Note that your:

- **HOME ADDRESS** is your home country address
- **LOCAL ADDRESS** is your U.S. address (follow U.S. format)
- **MAILING ADDRESS** is your U.S. address where you want your mail delivered (follow U.S. format)

**Remember that updating your address is REQUIRED REPORTING for F-1 and J-1 students** and is mandatory at all times within 10 days of any change!

## Phone Numbers

- **Do not include “+” or any extra numbers in a U.S. number!** U.S. phone numbers are 10 digit numbers only, e.g. 719-255-5018.
- **Do not include “+” in your international phone number!** It can be any number of digits