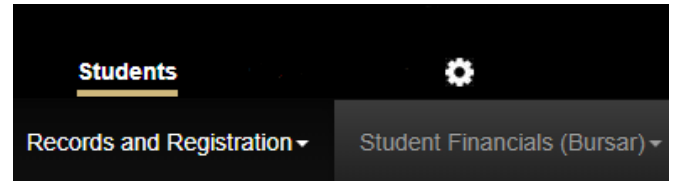


**How to update your addresses in your UCCS Portal**

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

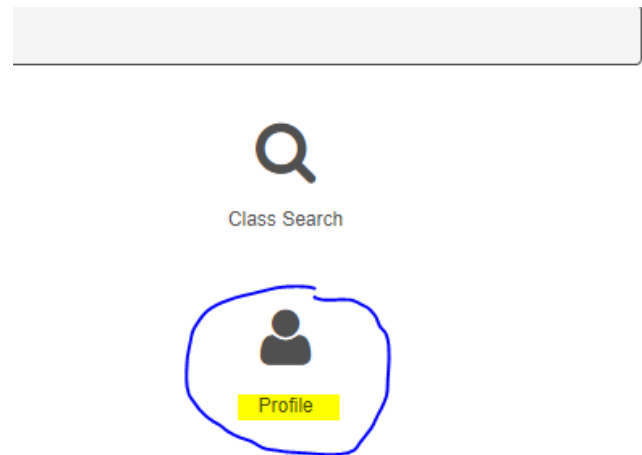
1. Sign in to your UCCS Student Portal



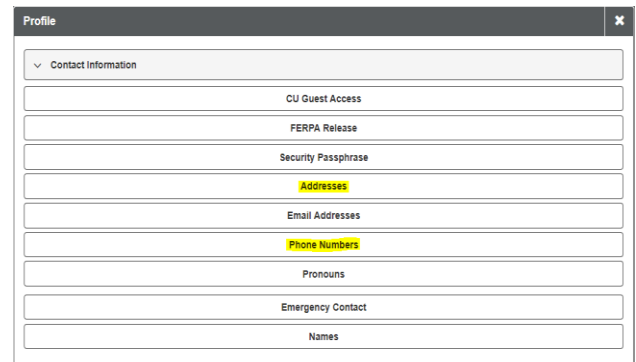
2. 'Records and Registration' → 'Access Student Self Services'

- Access Student Self Services
- Register for Classes
- Search for Classes
- Order a Transcript
- Enrollment Verification
- Course Information Center

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:**

Address Line 1: 4645 Stanton Road (Street address)  
Address Line 2: Crestone 978 (Building & Room #)  
Address Line 3: *(leave empty)*  
Town or City: Colorado Springs  
State: Colorado  
Postal: 80918  
County: El Paso

**\*\*Please, make sure that you spell your street the city, etc. CORRECTLY!!!\*\***

**\*\*Make sure that your ZIP code (postal code) is correct!\*\***

### **Note that your:**

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

**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!

## **UCCS Housing Village Mailing Addresses:**

### **Address for Summit Village is:**

1010 Austin Bluffs Parkway  
Colorado Springs, CO 80918

### **Address for the Village at Alpine Valley is:**

4645 Stanton Road  
Colorado Springs, CO 80918

## **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