

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**



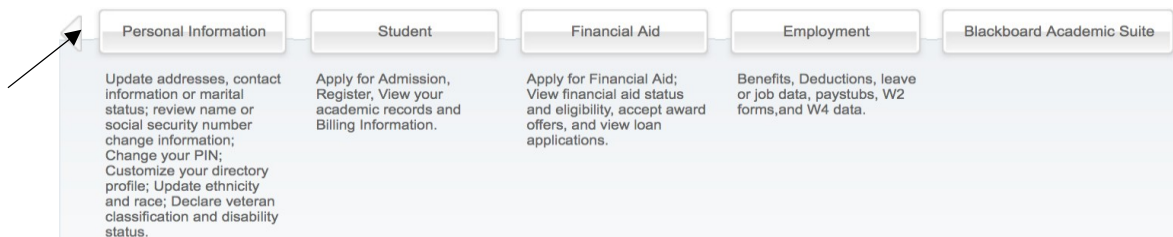
STEP 3: Enter your **User ID** (your 800#) and your **PIN** (for first time users, your PIN is your birthdate in this format: MMDDYY)

University ID and PIN Lookup

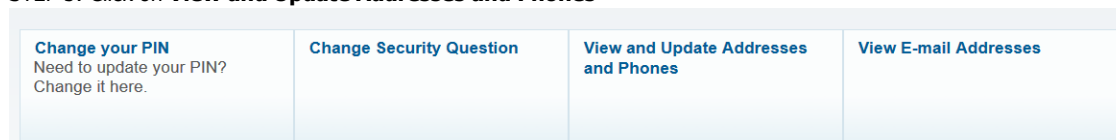
User ID:

PIN:

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

Example 1:

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

Billing

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1: 1235 Main St Apt. A

Address Line 2:

Address Line 3:

City: Edwardsville

State or Province: Not Applicable

ZIP or Postal Code: 62025

County: Not Applicable

Nation: Not Applicable

Delete this Address:

Primary Phone Number For This Address:

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

OR

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit **Reset**

Select a Different Address to Update

- 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
618	7901512	<input type="text"/>

Extension: Leave Blank

Click Submit

Example 2:

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

Billing

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1: 1035 Enclave Blvd Apt 100

Address Line 2:

Address Line 3:

City: Edwardsville

State or Province: Not Applicable

ZIP or Postal Code: 62025

County: Not Applicable

Nation: Not Applicable

Delete this Address:

Primary Phone Number For This Address:

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

OR

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit **Reset**

Select a Different Address to Update

Example 3:

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

Billing

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1: 5835 Patty Dr Apt. A

Address Line 2:

Address Line 3:

City: Edwardsville

State or Province: Not Applicable

ZIP or Postal Code: 62025

County: Not Applicable

Nation: Not Applicable

Delete this Address:

Primary Phone Number For This Address:

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

OR

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit Reset

Select a Different Address to Update

Example 4:

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

Billing

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1: 400 Cougar Village Apt. 1C

Address Line 2:

Address Line 3:

City: Edwardsville

State or Province: Not Applicable

ZIP or Postal Code: 62025

County: Not Applicable

Nation: Not Applicable

Delete this Address:

Primary Phone Number For This Address:

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

OR

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit Reset

Select a Different Address to Update

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

*** 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	CT
Drive	DR
Estate	EST
Highway	HWY
Lane	LN
Parkway	PKWY
Place	PL
Road	RD
Route	RTE
Street	ST
Village	VLG

10/27/2021