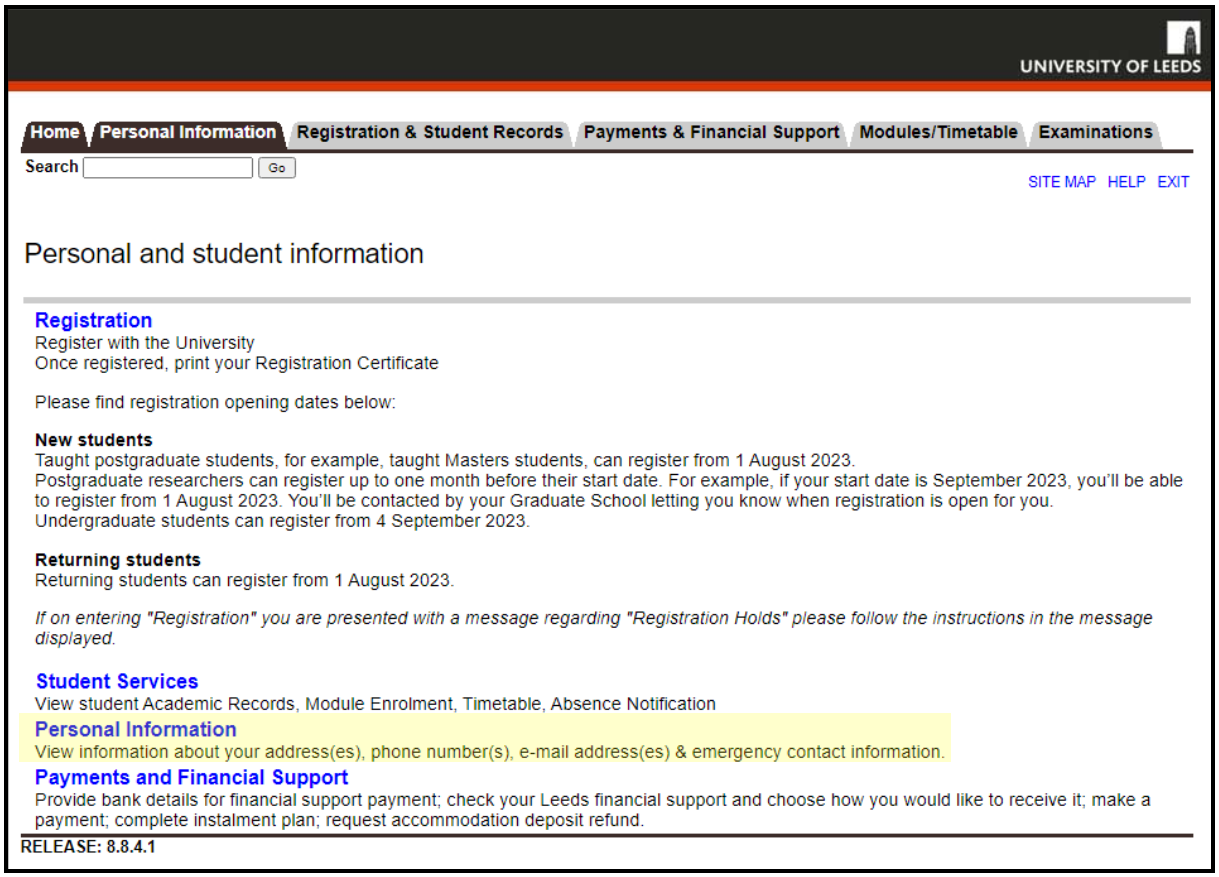
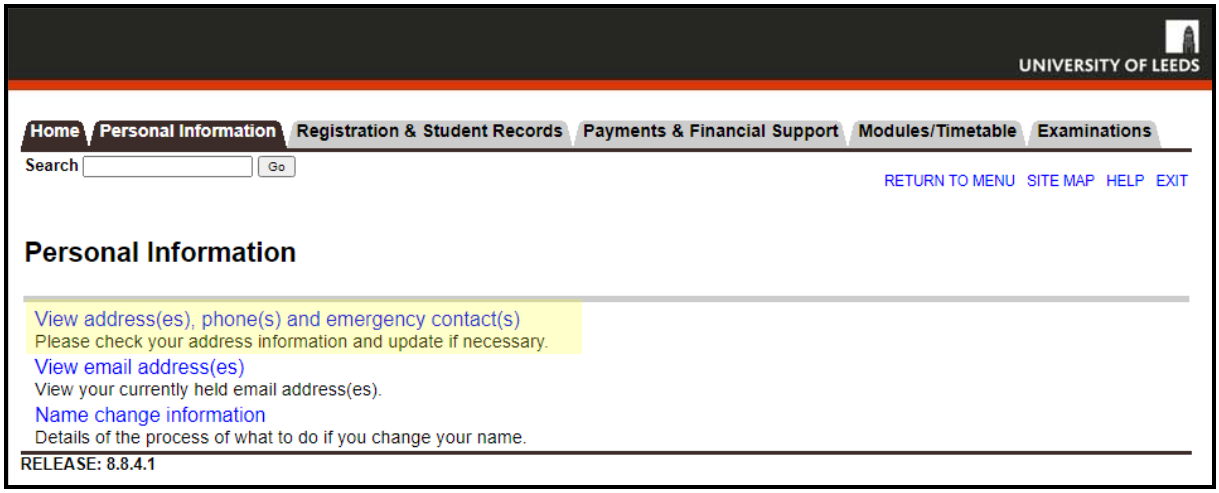
Updating addresses through Student Services

Last update: 14/09/2023

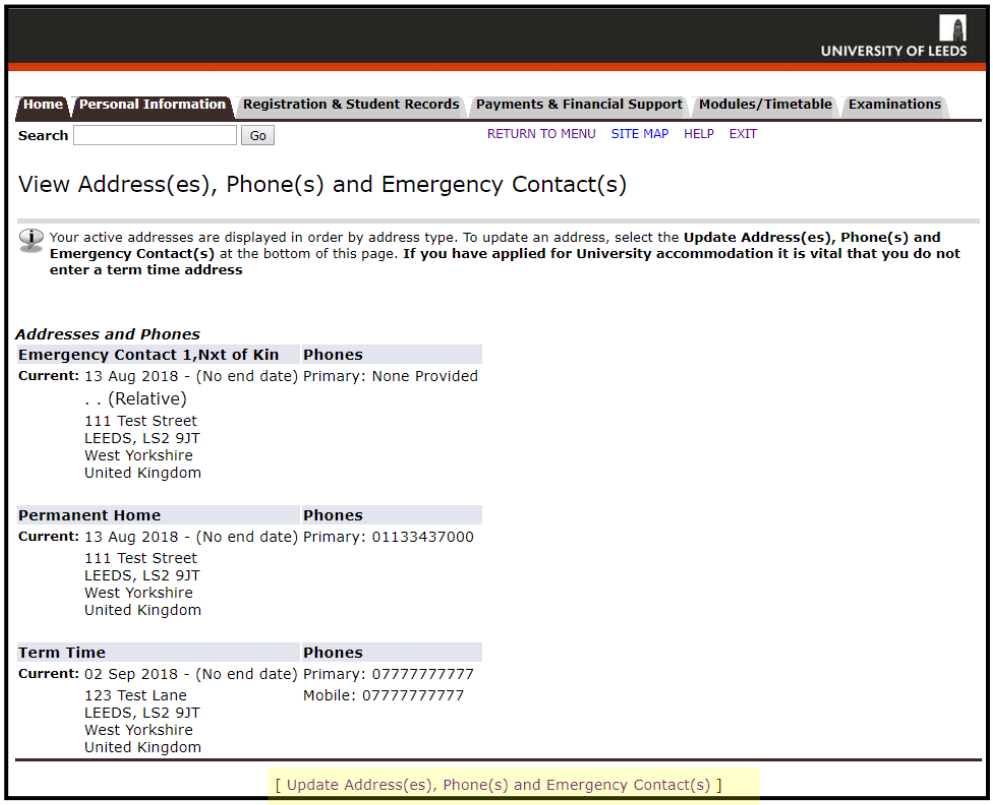
1. Log in to Student Services: https://studentservices.leeds.ac.uk/



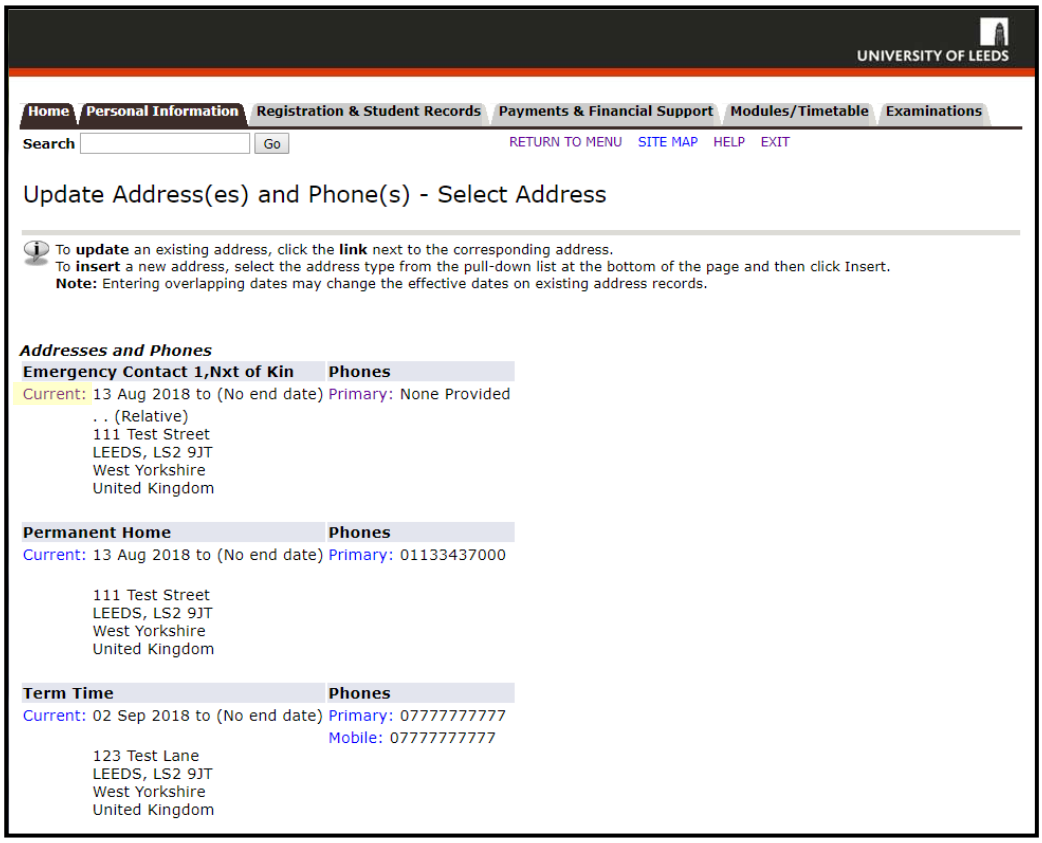
2. Select "**Personal Information**" from this list.



3. Select **“View Address(es), Phone(s) and Emergency Contact(s)”**



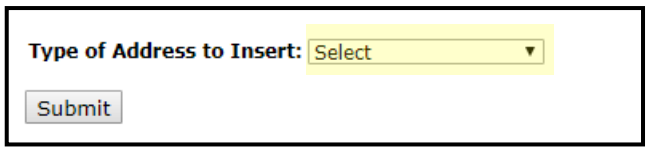
4. At the bottom of the page, select “**Update Address(es), Phone(s) and Emergency Contact(s)”**. This will take you to the following page:

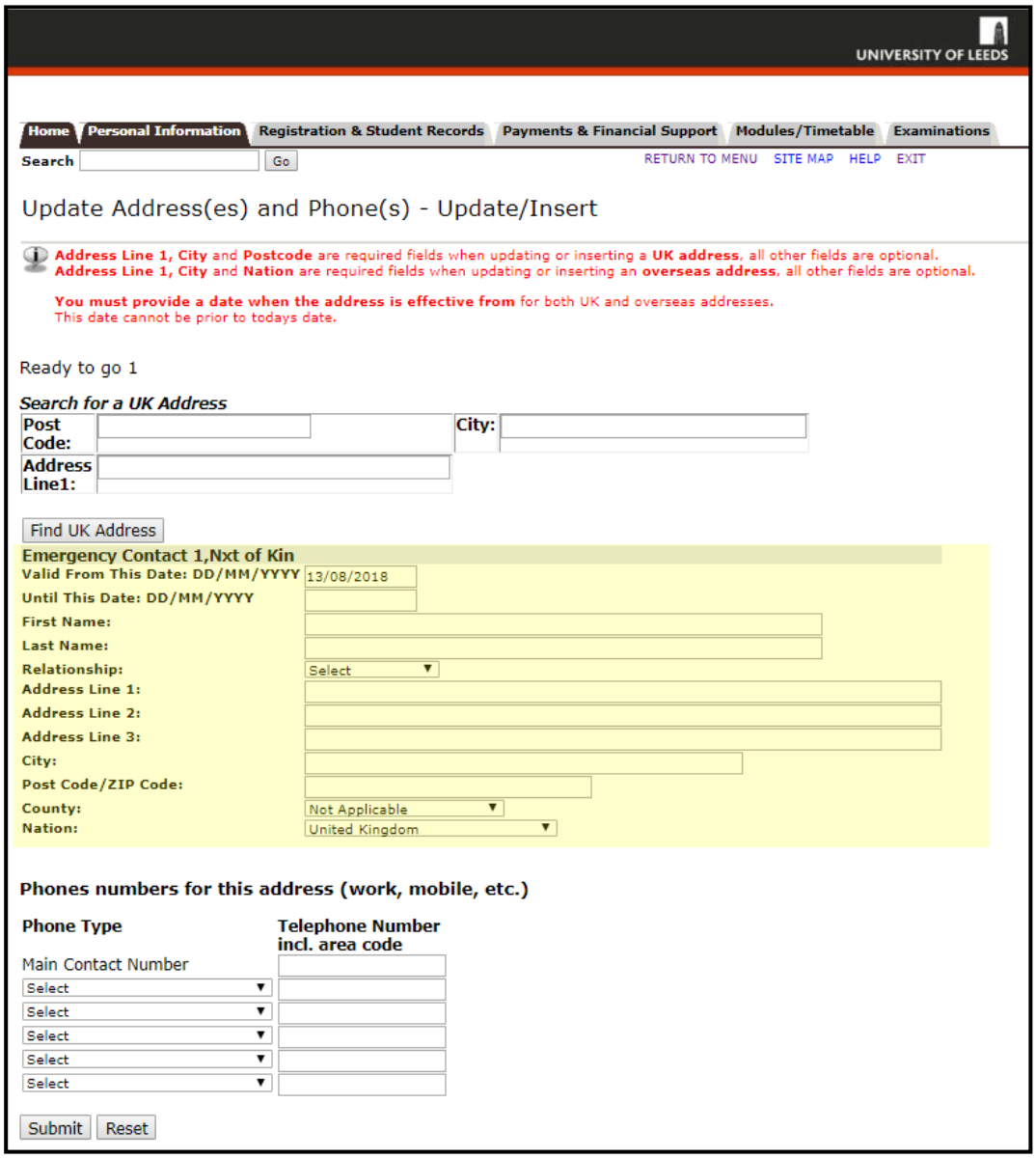


5. To edit an address i.e. Emergency Contact 1, Permanent Home or Term time etc.:

6. Click the word "**Current**" which is shown alongside the relevant address.
   In the image above, the "Current" link is highlighted for the Emergency Contact 1, Next of Kin address.

7. *If you cannot see the type of address you need to update, select the address type from the dropdown list and click 'Submit':*





8. Enter the new address details either by overwriting the existing information or entering new information. *In image above, this can be done by making changes in the highlighted section*. Please do not try and use the 'Search for a UK address' function as this will cause the page to not respond.

9. **Please ensure you enter your Next of Kin (emergency contact) details if updating this address, including their name(s), their relationship to you and their contact details.**

10. When you have updated all the information, click Submit at the bottom of the page. You will be taken back to the main page, and your changes should be displayed.

Help

If you have any questions about updating your address, or experience any problems in updating your address(es), please contact us on registration@leeds.ac.uk, remembering to include your Student ID number.