Updating addresses through Student Services

Last update: 14/09/21

1. Log in to Student Services: [https://studentservices.leeds.ac.uk/](https://studentservices.leeds.ac.uk/)

2. Select “Personal Information” from the 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)”

![Image of the page with the view address, phone(s) and emergency contact(s) section selected.]

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

5. 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
### Addresses and Phones

**Emergency Contact 1, Nxt of Kin**

- **Current:** 13 Aug 2018 to (No end date)
- **Primary:** None Provided
  - (Relative)
  - 111 Test Street
  - LEEDS, LS2 9JT
  - West Yorkshire
  - United Kingdom

**Permanent Home**

- **Current:** 13 Aug 2018 to (No end date)
- **Primary:** 01133437000

  - 111 Test Street
  - LEEDS, LS2 9JT
  - West Yorkshire
  - United Kingdom

**Term Time**

- **Current:** 02 Sep 2018 to (No end date)
- **Primary:** 07777777777
  - Mobile: 07777777777

  - 123 Test Lane
  - LEEDS, LS2 9JT
  - West Yorkshire
  - United Kingdom
6. If you cannot see the type of address you need to update, select the address type from the dropdown list at the bottom of the screen and click ‘Submit’
7. Enter the new address details either by overwriting the existing information, or using the address search tool at the top of the page (UK addresses only).

8. 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.

9. 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 and a description of the problem you are having.