Use this card to understand how to add a Diploma address to be used to mail your diploma to you after conferral.
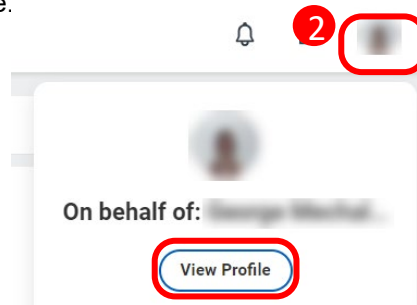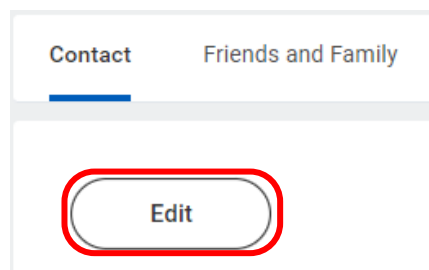
Find …

1. Log into UR Student using your AD Account Name and password

2. Click the **Profile** (picture or cloud) icon at the top right of the screen and click on View Profile to access your student profile.

On behalf of:

View Profile

3. From the Profile page select **Contact** from the left (blue) menu

4. To add a new address, click on the Edit button

Contact   Friends and Family

Edit

Cont. …

5. Scroll down to the bottom of your current Home address data and select **Add**

Change Home Contact Information

Address

Primary
● Yes added

Address

Usage
Where you live when not in school

Visibility
Private

Add

Cont. …

6. Enter your address details, being careful to **LEAVE THE EFFECTIVE DATE ALONE**! Be sure to select **Diploma Address** as the Usage for this address so we know this is where you want your diploma mailed! Click **Submit** when you have entered the full address and selected the Diploma Address usage.

Tip: Please do NOT use a University of Rochester CMC Box as your diploma will be mailed after you leave! Please review the address after you enter it to be sure your diploma will be mailed to the correct postal address!

Effective Date

10/31/2023 ← Do not change this!

Primary

☐

Country *

✕ United States of America

Address Line 1 *

123 Main Street

Address Line 2

City *

Anytown

State *

✕ New York

Postal Code *

14627

County

6

Usage

✕ Diploma Address