



**University of Pittsburgh
Address Requirement
Policy AC 73**

Implementing Executive: Provost and Senior Vice Chancellor
Responsible Units: Student Affairs Division, Office of the Registrar, and Office of International Services
Category: Academic Policies
Effective Date: November 25, 2020
Status: Interim Policy

I. Purpose

This Policy establishes the University of Pittsburgh's (University) requirement that all students maintain accurate address information on file. This is necessary to assist the University in locating students in case of emergency and in contacting them when necessary and appropriate to conduct University business.

II. Scope

This Policy applies to all students who are enrolled at the University.

III. Definitions

- A. Local Address: The address in the city, county, and state, where a student resides while enrolled at the University and actively attending classes. Post office box addresses will not be accepted for this address.
- B. Home Address: The address where a student resides when not actively attending classes at the University. This is the primary address where official University correspondence will be sent unless otherwise notified. For some students, the local address and the home address may be the same.

IV. Policy

- A. Requirements

To assist the University in locating students in case of emergency and in contacting them when necessary and appropriate to conduct University business, the University requires all students to maintain accurate address information on file. This includes a current Local Address and a Home Address (for some students these addresses may be the same).

Students are required to confirm and/or update their Local and Home Addresses online at the time of registration, at the start of each semester, and within 10 days of when a change in address becomes effective.

B. Implementation

Access to student addresses information is governed by Federal Educational Rights and Privacy Act (FERPA) and will be restricted to those who need it in order to locate students in case of emergency or as otherwise permitted in accordance with FERPA. Enrolled students can provide this information on the “Student Center Portal” by following the instructions found there. If a Student has a concern with providing this information, they must contact the Office of the University Registrar at registration@registrar.pitt.edu before registration or before a change in address becomes effective. In addition to updating their information in the Student Center Portal, international students must complete the local address form in their MyOIS Portal.

Failure to report to the University a current address accurately or failure to advise the University promptly of a change in address will constitute a violation of this Policy and may be referred to the Office of Student Conduct for possible adjudication and sanctions. International students are also subject to federal regulations which require local address changes to be reported within 10 days of any change.

V. Contact Information/Public Accessibility

This Policy is posted under Academic Policies at the Office of Policy Development and Management website at: <https://www.policy.pitt.edu/>.

Students are encouraged to contact the Office of the Dean of Students or the Office of the Registrar with questions regarding their obligations related to compliance under this Policy. International students should contact the Office of International Services regarding their obligations related to federal regulations governing compliance with this Policy. Those offices can be reached at:

Office of the Dean of Students

(412) 648-1006

deanofstudents@pitt.edu

Office of the University Registrar

(412) 624-7600

registrar-office@pitt.edu

Office of International Services

(412) 624-7105

ois@pitt.edu