## Update Addresses and Phones - Update/Insert

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Please note that any information submitted here will be considered effective immediately, and your existing address and/or phone record will no longer be used.

- This address should reflect your current mailing address.
- You may not enter more than one current mailing address.
- You should provide at least your Primary phone number, and you may provide up to two additional phone numbers.

Addresses within Canada or the United States MUST include Address Line 1, City, Province or State, and Postal or ZIP Code. Any address outside of North America MUST include Address Line 1, City, and Country. All other fields are optional; use Address Line 2 and Address Line 3 only if needed.

Use lower and UPPER case letters as applicable. For an apartment please include both the unit and the street number within Address Line 1, and do not use the \# sign. (E.g. 105-400 Pembina Hwy. OR Apt. 105400 Pembina Hwy.)

## Personal Address

Address Line 1:
Address Line 2:
Address Line 3:

| City: | Winnipeg |
| :---: | :---: |
| State or Province: | Manitoba |
| ZIP or Postal Code: |  |
| Country: | Canada |
| Primary Phone Number For This Address: |  |
| Area Phone Code Number | International Phone Number |



RELEASE: 8.4

## All Students

In order to ensure you receive your T4 or T4A slips please update your address in Aurora and/or
If you have employment income or receive payments from the HRIS System please submit a change of address to hris@umanitoba.ca before January 29/2016 (shows in your bank as a University Payroll deposit )

It is important to maintain your correct mailing address at all times

