

# How to Update Your Address in StudentInfo

## Prerequisites

To request a bank letter, you must:

- Be physically present in Bristol
- Have fully completed registration (including both online registration and Start Your Studies)
- Ensure your address details are correct in StudentInfo
  - o If you live in University-managed accommodation, your address will be updated automatically.
  - o If you do not live in University-managed accommodation, you should follow the instructions in this document to update your details before attempting to generate your bank letter.

## Step One

Update your information on the University database so that it is up to date. This information **MUST** be correct so that the bank can contact you.

Please follow these instructions carefully. Contact [global-lounge@bristol.ac.uk](mailto:global-lounge@bristol.ac.uk) if you need help.

## How to update your student information:

1. Go to this website: <http://www.bristol.ac.uk/studentinfo>

2. Click **Log in via single sign on**. Your email address is your username with @bristol.ac.uk.

EXAMPLE: username: xx123456

email: xx123456@bristol.ac.uk

The image shows two screenshots from the University of Bristol website. The left screenshot is the 'Student Info' page, where the 'Log in via Single Sign-On' link is highlighted with a red box. A red arrow points from this link to the right screenshot, which is the 'Single Sign-On' login form. The form has fields for 'Username' and 'Password', a 'Sign in' button, and a 'Forgotten your password?' link. Below the form, there are 'Don't forget' instructions: 'Please warn me before signing me in to other sites', 'Do not use this service from any untrusted computer or device', and 'Check the address of this web page'. The footer includes copyright information for 2014 and mentions the JASIG Collaborative.

3. This is the home page. Click on **Home Address** on the left column.

The screenshot shows the 'Student Info' page. The left-hand navigation menu includes 'Home', 'Online Registration', 'Personal Details', 'Emergency Contact', 'Home Address', 'Term Address', 'Programme Registration Details', 'Unit Registration Details', 'Unit Results', 'Examinations', 'Award Details', 'Student Agreement', and 'Contact Your Faculty'. The 'Home Address' link is highlighted with a red box. The main content area displays a welcome message and instructions on how to access bank details and update personal information.

4. Click **Update** to change the information. This information must be the address in your home country with which you are registered for the university. This is where you can receive post in your home country. **This must not be the address of an agent.** Once you have input your address, click **Save**.

The screenshot shows the 'Home Address' form. The form fields include 'Address', 'Phone Number 1', 'Phone Number 2', and 'Home E-Mail'. The 'Update' button is highlighted with a red box. The left-hand navigation menu is visible, with 'Home Address' selected.

5. On the left column, click **Term Address**. Click **Update** to change the information. Once you have input your address, click **Save**.

The screenshot shows the 'Student Info' page with the 'Term Address' link in the left-hand navigation menu highlighted with a red box. The main content area displays the same welcome message and instructions as the previous screenshot.

University of BRISTOL

current students information | Social Sciences and Law Faculty Office | IT Services | E-mail | Blackboard

Student Info

STUDENT INFO

- Home
- Online Registration**
- Personal Details
- Emergency Contact
- Home Address
- Term Address**
- Programme Registration Details
- Unit Registration Details
- Unit Results
- Examinations
- Award Details
- Student Agreement
- Contact Your Faculty
- Help
- Logout

Term Address

Address: [Redacted]

Country: [Redacted]

Address Type: Shared rental accommodation (not Halls of Residence)

Last Notification Date to Bristol City Council: [Redacted]

Phone Number: [Redacted]

Mobile Number: [Redacted]

Term E-Mail: [Redacted]

Update

University home

University of Bristol, Senate House,  
Tyndall Avenue, Bristol BS8 1TH, UK - Tel. +44 (0)117 928 9000

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Your term address **MUST** include your flat and room number (block number if applicable). You will **NOT** be able to open a bank account without your flat and room number. It must also include the residence name, Bristol, and the postcode. Look at example of how addresses are presented below.

**EXAMPLE OF LAYOUT FOR UNIVERSITY ACCOMMODATION:**

Room Number, Flat Number, Block Number (if applicable),  
 Name of your Accommodation  
 Street your Accommodation is on  
 City: Bristol  
 Postcode of your Accommodation  
 Country: United Kingdom

**EXAMPLE OF LAYOUT FOR PRIVATE ACCOMMODATION:**

House Number and Street Name  
 City: Bristol  
 Postcode  
 United Kingdom