## Verifying your home address and primary name

**Step 1:** Go to myuniverse.uni.edu and use your username and passphrase to log in.



**Step 2:** Access the "Update My Personal Information" portal in the center of your MyUNIverse.

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UNI / University of Northern Iowa	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
My Page Resources Work @ UNI Life @ UNI	
Student Center O	Current Announcements
Did you know that you can now access nearly all of your student records, including viewing grades and registering for courses via the MyUNI mobile app? The app is available for android and ios devices.	You have no current announcements.
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UNI Terms and Conditions	Online viewing of your Voter Address Documentation
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Final Paroliment Verifications Print enrollment verifications, find out when deferment notices were sent to your lenders, view your enrollment history, view the proofs of enrollment sent on your behalf to service providers, and get a list of your student losh holders.	Download a PDF copy of your Voter Address Documentation
Transcript Request Order transcript. Transcript orders delivered electronically in PDF format and by U.S. Mail are free of charge. Fees for overright and international delivery are payable by credit card.	
Transcript Status Check the status of transcripts ordered.	Manage My UNI Alert Contacts
	UNI Alert Information
Student Requests This form allows students to request exceptions to academic policies and regulations. For further	Public Safety
questions or assistance with completing this form, please contact your academic advisor or program coordinator.	Pandemic Planning Document
	B Severe & Winter Weather Info
UNI SCHOIARSHIP APP This application allows students to apply for scholarships available in specific majors and other	Direct Deposit Sign-Up
University departments.	Direct Deposit Sign-up
Commencement RSVP This form gathers information needed for the commencement ceremony and program. All graduating students need to complete this form to indicate whether they plan to attend the ceremony and to supply other needed information.	Sign-up or maintain your direct deposit information for non-payroll refunds or reimbursements from the university.
	Alumni Connection O
Student Accommodations Review and sign Letters of Accommodation for students with documented disabilities.	Visit the UNI Alumni Association web site for information on upcoming
Student Loan Management 🗢 💿 💌	aumini events and reufilons, programs and services, and more!

**Step 3:** Navigate to the "Name & Gender" tab and verify your Primary (Legal) Name. The name listed after "Student Records Primary (Legal) Name:" will be the name printed on your diploma.

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	rthern Iowa.					Search	Web   Directory		
Update Pe	rsonal Inforr	nation							
Name & Gender	Address & Phone	Parent Address	Email	Privacy	UNI Alert	Emergency Contacts	Veteran & Disability Status		
Student Records Primary (Legal) Name									
Stude	Student Records Primary (Legal) Name:								
Changes to this n	ame must be done in pe	erson at the Office of	of the Registra	ır, 115 Gilchrist H	all and require	s official documentation.			
Preferred Nam	Preferred Name								
If provided, this name will be used in the Online Directory instead of your legal name listed above. If you wish to withhold your information from the Online Directory, you may do so on the Privacy tab.									
	Preferred La	ast Name:			*				
Preferred First Name:									
Preferred Middle Name:									
Date Preferred Name change should take effect:									
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		Save C	hanges						

**Step 4:** After verifying your primary name, you can access the "Address & Phone" tab to verify the address your diploma will be sent to. Your diploma will be mailed to the address listed in the "Home Address" section.

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University Northern Id	of owa.						
						Search	Web   Directory
<b>Update Person</b>	al Inform	nation					
Name & Gender Addr	ress & Phone	Parent Address	Email	Privacy	UNI Alert	Emergency Contacts	Veteran & Disability Status
Home Address							
This address will be used entering the new address	when mailing yo above and indica	ur student bills an ating the date the	d other mailing change will tak	gs between sess ke effect.	ions. Home add	lress for future semeste	rs may be changed by
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		City:					
		Country:		<u> </u>			
	State/Province/I	Ierritory:		<u> </u>			
		Postal:					
	Tel	lephone:					
Date <u>Home Address</u> c	hange should tak	ke effect:	~ ~	•			

**Step 5:** Make appropriate changes, if necessary. After updating, be sure to click "Save Changes" at the bottom of the page.