

ADDENDUM

Student Address and Change of Address Policy

To maintain accurate records for university communication, the administration of financial aid, certification or licensure, and other documentation, as well as other regulatory reporting data Concordia University Chicago (CUC) students are required to:

- Provide their current, permanent address (the physical location in which the student resides) in Concordia Connect or by submitting a Change of Personal Information Form to the Office of the Registrar.

- Update university records within five business days of when their address changes during their enrollment, in any modality, at CUC.

CUC will use the self-reported permanent address as the student's physical location for reporting purposes. Please contact the Office of the Registrar at registrar@cuchicago.edu or 708-209-4078 with any questions.

Students enrolled in certification or licensure programs

CUC is required to disclose information regarding requirements for programs that lead to certification or licensure, which include whether a state or territory's certification or licensure requirements are 1) met 2) not met or 3) do not yet have a determination. CUC must inform the student in writing if the student's program leading to certification or licensure 1) does not meet or 2) does not yet have a determination, in the state or territory of the student's self-reported permanent address. If the status of the programs leading to certification or licensure changes to not met for the state or territory listed in the student's self-reported permanent address, CUC must inform the student in writing within fourteen days.