

## Student Addresses - PeopleSoft v9

<u>Address Type</u>	<u>Display In Self-Service/Updated by Student</u>	<u>Required in Verification Process</u>	<u>Description</u>	<u>Coding Required</u>
MAIL	Y	Verify but not rqd	University Correspondence. Professional student Bills are sent here. If Duke PO Address, not editable by student. Contact Duke Post Office to update.	If Duke PO Box Linkage, do not allow to edit
HOME	Y	Verify but not rqd	Legal Residence. Undergraduate student Bills are sent here.	
LOCAL RES	Y	Verify but not rqd	Current Residence. If Duke-assigned address, not editable by student. Contact Residential Life and Housing Services to update.	If Duke Residence Hall Address linkage, do not allow to edit Not able to enter Country = 'USA'
INTL ADDR	Y	Verify but not rqd	Required for students in F1 or J1 status	
WORK	Y	Verify but not rqd	Current Work Address. Required for some Fuqua Students. Please complete additional information on work experience detail page.	Linked to Work Experience
BILL	N	N	Used for Billing process, customized address for Bursar's Office.	Derived from Home for UGRD and Mail for Prof.
DEGR	N	N	Used in Apply for Graduation Process.	
DEPT	N	N	Used by Graduate School, lists student's departmental address.	
<b><u>Other Address Use:</u></b>				
Emergency	Y	Y	Emergency Contact. Required for all students.	Required in Verification
Relationships	Y	Y	Student's relationship information, self-reported unless related to loan information. Initial data entered by the Loan Office.	Relationships related to Loans can only be ??? by the student. These relationships have their own emplid and are related to the student.

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**Control Type**

Edit - No Delete

Edit - No Delete

Edit - No Delete

Edit - No Delete

Full Edit

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Do Not Display

Display Only

Do Not Display

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