

PROOF OF UNIVERSITY ADDRESS FOR WC BOROUGH PARKING

Procedures

- All current WCU students **must** utilize myWCU self-service to add their local address or change their permanent address. The Registrar's office will no longer process these changes.
- Students should then print out the address page and bring it to WCU Borough Parking Services as proof of residency.

How to change address information in myWCU

Once a student logs into myWCU, they should find the Useful links section and click on "Change my Address"

Useful Links

Enroll in a Class	Degree Progress Report
My Class Schedule	What-If Degree Progress Report
Grades	Order Official Transcript
Enrollment Verification	Unofficial Transcript
Apply for Graduation	My Academics
Change my address	

This takes students to the personal address page.

Personal Information	Security	Credentials	Participation	
addresses	names	phone numbers	email addresses	demographic information

Addresses

Use the Add a New Address button to add your local address if it isn't already recorded. Use edit button to change your home and local address information.

Changing your address from out of state to in state does not establish residency. Residency applications are available at the Registrar's office and on the website

If you are a WCU student-employee please contact Payroll if you need to change the address used to receive paychecks.

Address Type	Address	
Home	Address 1 City, PA 19433 15	edit

[ADD A NEW ADDRESS](#)

- Students can click the Add a New Address button to add their local address.

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

When they go to save the address information, they will need to designate the address type before clicking save.

Change Address

Address 2
City, DC 11111 [Edit Address](#)

Address Types

Home

Local

Date changes will take effect 08/13/2014 (example: 12/31/2000)

Once both a home and local address exist in the system, the student won't be able to add a new address. They will only have the option to edit existing addresses or delete the local address.

Proof of Residency

Students can then use this page as proof of residency for a WC Borough residential parking permit. Students can either print the page (sample image below) or show the page electronically (on a phone or table) at the Parking office.

myWCU

favorites Main Menu > Personal Information > Addresses

Andrew Sanger

Personal Information Security Credentials Participation

addresses names phone numbers email addresses demographic information

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	808 General Howe Dr West Chester, PA 19382 15	<input type="button" value="edit"/>
Mail	808 General Howe Dr West Chester, PA 19382 15	

Personal Information Security Credentials Participation

Addresses Names Phone Numbers Email Addresses Demographic Information