# Personal Info eForm Instructions

Office of the University Registrar
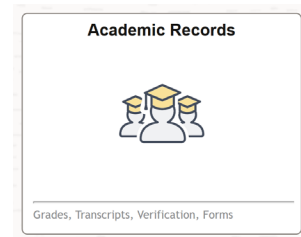
UNIVERSITY OF HOUSTON
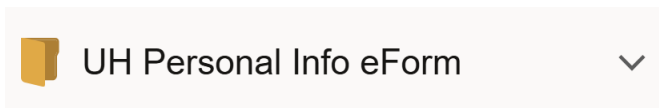
# How to Locate the eForm

- Log into AccessUH

- Select the myUH Self Service icon

- Select Academic Records Tile

- The Personal Information Change tab is located on the left side of the screen.

  Click the drop down to see the forms available for submission.

# Submitting a new eform

Click on **Add Personal Information eform**.

- In the dropdown menu, select '**Add Personal Info Change eform**' to begin submitting your request. The first screen that appears will detail **Personal Information Instructions.** Be sure to read through the information for acceptable forms of documentation.



- Scroll to the bottom of the Instructions and Guidelines page and click **Next**

# Submitting a new request contd.

- Please select the information you would like to update. You may choose multiple options if you need to request updates for more than one item.

# Submitting a new request contd.

- Enter all required information in the appropriate fields.

- Indicate whether this request is related to receiving financial aid.

- Select "**Yes**" to authorize our office to make the necessary changes to your account.
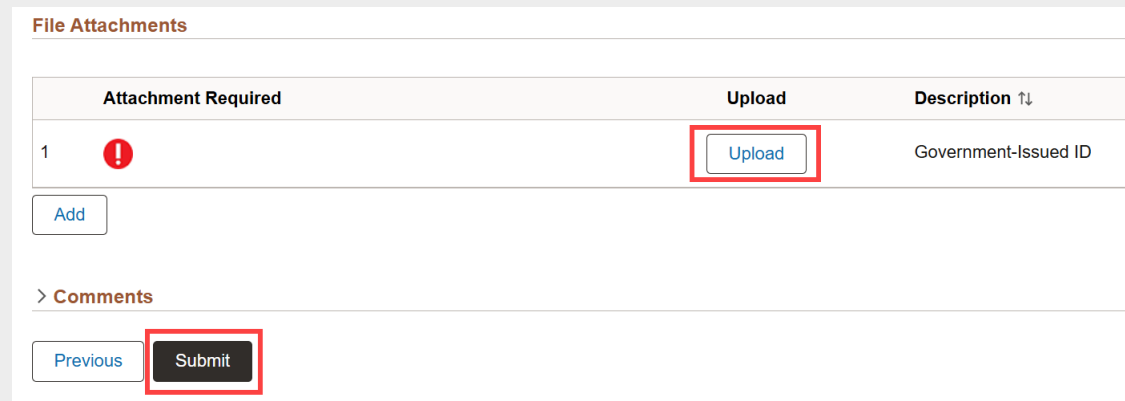
# Submitting a new request contd.

- Make sure to upload all required documents.
  - **File Attachments**- Upload required documents.
    - Click Upload under File Attachments
    - Select Choose From My Device
    - After selecting the desired file, click Upload then Done
    - You can choose a Description to name the file
    - Click Add to include another document
- After you have entered all required information and uploaded all required documents, click **Submit** to finalize your request.

# Submitting a new request contd.

- Click Submit to send the document for the Office of the University Registrar to review. Please allow 7-10 business days for processing. Processing time may increase during peak enrollment season.

- In case of any questions please contact to the Office of the University Registrar (OUR)
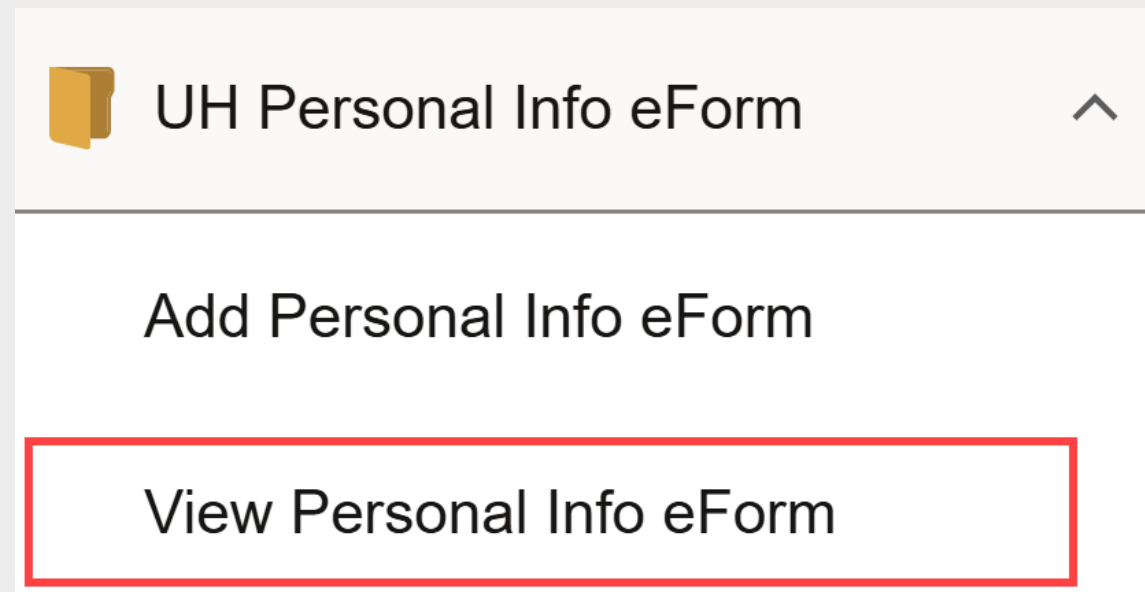
- Phone: 713-743-1010, Option 7 Email: residency@uh.edu

# How to view submitted eform

- Click on View Personal Info eForm in the dropdown menu of Personal Information Change tab located on the left side of the screen.

# How to view submitted eform

- Please provide your information in the Search by section (simplest way to search is by providing "Student ID" and then click on **Search**

- You can view all the forms that are submitted and their status.

# How to view submitted eform

- You can view all your forms' status and information about each eForm

# Questions

- In case of any questions please contact to the Office of the University Registrar (OUR)
- Phone: 713-743-1010, Option 7 Email: [residency@uh.edu](mailto:residency@uh.edu)