21 February 2023

UCD REGISTRY
CLÁRLANN UCD

Complete your Student Record - Add your Eircode

Dear Student,

We have noticed that you have not entered an Eircode for your permanent Irish address in SISWeb.

We require your Eircode for reporting to the HEA if you are a permanent resident in Ireland.
Please review the My Profile tab within My Registration and ensure your Eircode is provided.
Use the Eircode Finder if you do not know your Eircode.

If Ireland is not your permanent residence, you do not need to supply an Eircode, but you must amend your Permanent Address accordingly.

What you need to do

- Log in to **SISWeb**
- Click on **My Registration**
- In the **Personal Information** section on the left-hand side of the page, click on **My Profile**
- To **add an Eircode**, click on **Update** under **My Address Details**
- Check that your **Permanent Address** is correct

Further information on why we collect personal data is outlined in the UCD Privacy Statement for Students.

There are guides to using SISWeb and online registration on the Current Students website.
If you have any queries, you can contact us via email through the Student Desk Connector.

Kind regards,

Caroline Barrett

Systems & Data Services | Córais agus Seirbhísí Sonraí
Fees & Data Management | Táillí & Bainistíocht Sonraí
UCD Registry | Clárlann UCD

Get in Touch

UCD Student Desk

Tierney Building

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