



# 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](#)

This is an automated message. Please do not respond to this email. Click on the links above to contact us.

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