

# Graduating this month?

Did you know the fastest way to get your hands on your **diploma** is to have it mailed to you directly!

Make sure to create a **Diploma Address** on the myTC Portal. Log in to <https://my.tc.columbia.edu> and select the **"TC Services"** tab. Follow the screenshots below:

**Personal Information**

- TC Alert Signup
- My TC ID Number
- Update Emergency Contacts
- Manage My UNI Account
- Update E-mail Addresses
- Update Addresses and Phones**

**Update Addresses and Phones**

Personal Information Student Employee Self Service Academic Departments

Search [ ] Go [ ] RETURN TO MENU

**Update Address(es) and Phone(s)** **SCROLL DOWN**

To edit your Address information, please click on the word **Current** next to the address in question.

Please note: Changes to other address types are not yet available.

- IF YOU ARE A CURRENT EMPLOYEE, PLEASE MAKE SURE THAT YOU HAVE A CURRENT W2 ADDRESS.**
- For INTERNATIONAL STUDENTS, Under Type of Address to insert:
  - Please select the address type **IR** to indicate Foreign address in your home country.
  - Please select the address type **PH** to indicate Local U.S. address where you are living.
- For **degree candidates**, Under Type of Address to insert: Please select the address type **DP** for the mailing of your diploma.

**Type of Address to Insert:** Select

- Select
- Business Address
- Diploma Mailing Address**
- PH: Intl Student's Home Country
- Mailing
- PH: Intl Student's Local US
- Permanent
- Teachers College Office
- W2 Mailing Address

Submit

RELEASE: 8.2

**Update Address(es) and Phone(s)**

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date.

**Diploma Mailing Address**

Valid From This Date:MM/DD/YYYY [ ]

Until This Date:MM/DD/YYYY [ ]

Address Line 1: [ ]

Address Line 2: [ ]

Address Line 3: [ ]

City: [ ]

State or Province: [ Not Applicable ]

ZIP or Postal Code: [ ]

County: [ Not Applicable ]

Nation: [ Not Applicable ]

Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	[ ]	[ ]	[ ]	OR [ ]	<input type="checkbox"/>	<input type="checkbox"/>
Select	[ ]	[ ]	[ ]	OR [ ]	<input type="checkbox"/>	<input type="checkbox"/>
Select	[ ]	[ ]	[ ]	OR [ ]	<input type="checkbox"/>	<input type="checkbox"/>
Select	[ ]	[ ]	[ ]	OR [ ]	<input type="checkbox"/>	<input type="checkbox"/>
Select	[ ]	[ ]	[ ]	OR [ ]	<input type="checkbox"/>	<input type="checkbox"/>

Submit Reset

**Fill out the information and Submit.**

## That's it!

# Congratulations!