

Updating Your Duke Mailbox Information (Students)

Sign in to the **Student Portal** <https://dukehub.duke.edu/>

Under **SignOn Links**, click on **Student**.

Duke Announcements

Welcome to DukeHub!

This page allows all members of the Duke Community to access the student information system from a single location. For Students, Faculty, Advisors, and Staff, your access has been transformed to allow for a cleaner, more modern look and feel. We hope that you enjoy your experience.

Before you Begin

For an optimal experience, please do the following:

- Once logged in, please turn off any pop-up blockers you may have.
- Review Technical Requirements

» [Providing Feedback](#)

SignOn Links

- Student
- Faculty
- Advisor
- Staff
- Student Proxy

[DukeHub Mobile](#)

Select the **Profile** tab

HOME REGISTRATION FINANCIAL AID ACADEMICS PLANNING BURSAR FORMS & REQUESTS PROFILE

JANE MARIE STUDENT

	Student ID: [REDACTED]	Duke Unique: [REDACTED]	Sex: Female
	DOB: 1995-	Birth Country: USA	Birth State: FL
	National ID: *****	Marital Status: Unknown	

Select **Edit Addresses** button to update

ADDRESSES

EDIT ADDRESSES

Home	123 Main St	Sarasota	FL
		United States	34240-8732
Mailing	123 Main St	Sarasota	FL
		United States	34240-8732
Local Residence/Residence Hall	1234 PACE	APT. C	DURHAM NC
		1700PC	United States 27705

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If you are also a Duke employee, you must change your address with Duke Corporate Payroll.

Additionally, please note that if your position is funded by grants, you will need to update the c/o field in your Duke@Work personal profile to include the name of the responsible person and box number. This is located on the first line in the external mailing address and interoffice mailing address sections when changing your data in your personal profile <https://hr.duke.edu/selfservice/>

To close your student mailbox, please visit the Student Mailbox Center located in the Bryan Center.

Notify Your Correspondents

When mailing or receiving correspondence, please utilize and follow the address formats below:

CAMPUS ADDRESS
<i>For U.S. Mail (U.S. Postal Service)</i>
First Name, Last Name
Box Number
Durham, NC *Campus ZIP Code



**Campus ZIP Code (27708 University) or (27710 DUHS)*

INTEROFFICE ADDRESS
<i>For inter-campus mail (Blue Devil Mail)</i>
First Name, Last Name
Box Number



PHYSICAL ADDRESS
<i>For packages from private carriers (FedEx, UPS, etc.)</i>
First Name, Last Name / Box Number
Department / Building, Room
Name of Organization
Street Address
Durham, NC **Physical Address ZIP Code



***Physical Address ZIP Code designated by U.S. Post Office*