

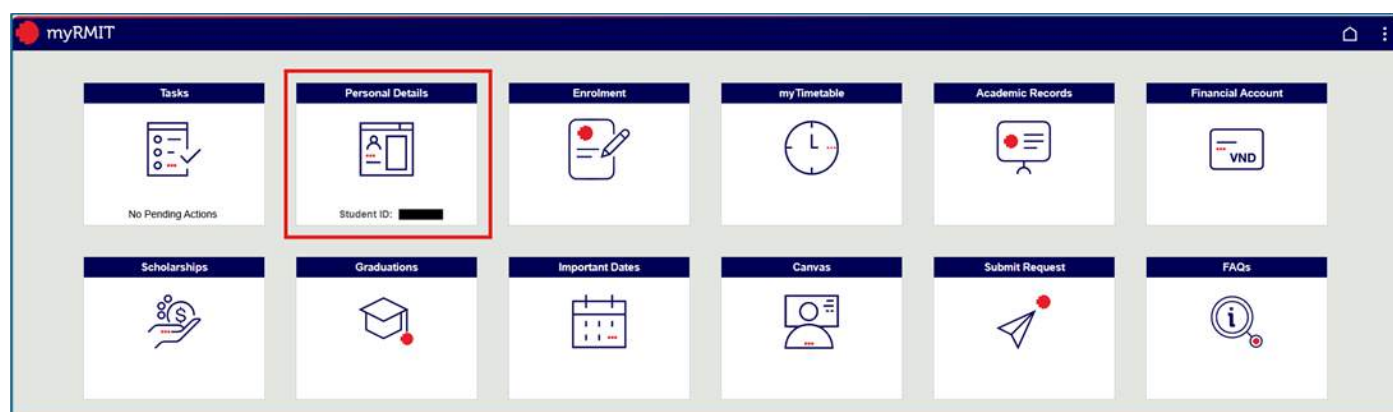
myRMIT - Address Details

Overview

All RMIT students are required to maintain accurate and up-to-date personal information, including their current address, on their student record. Students can easily update their address details at any time through the '**Personal Details**' tile on myRMIT. Keeping the address current ensures that students meet their responsibilities as an RMIT student and that the university can provide them with the necessary support and information throughout their studies.

Navigation

Homepage > Personal Details > Addresses

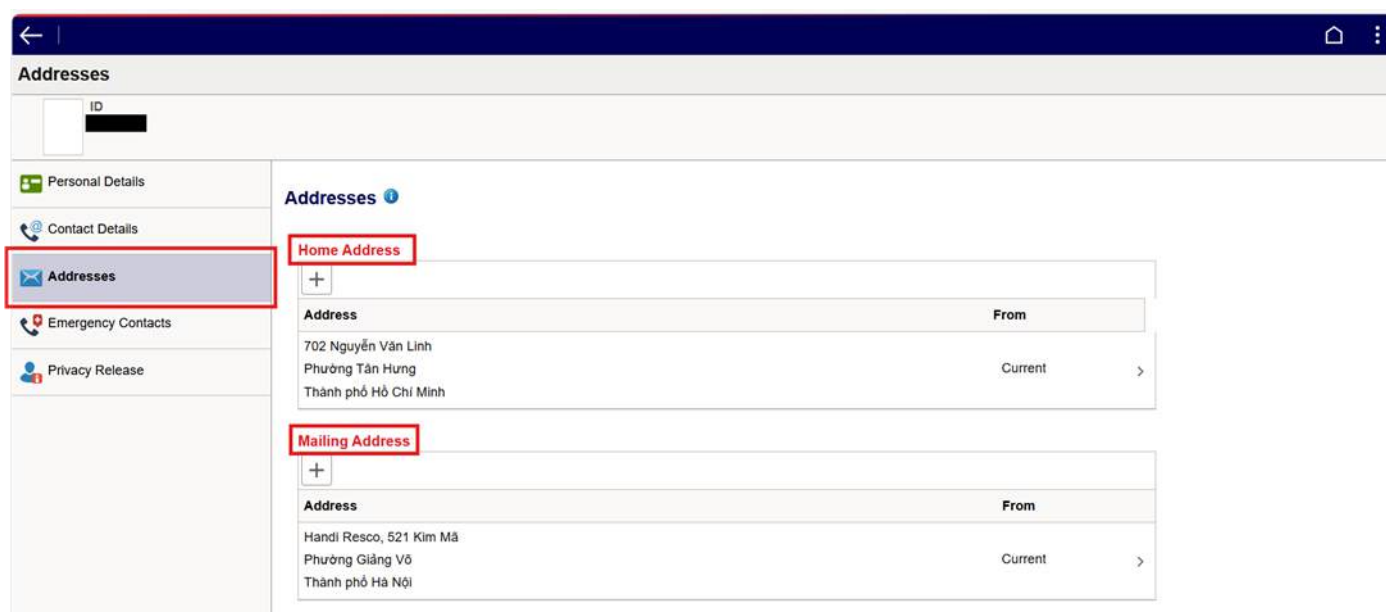


Fields to update

- Home Address
- Mailing Address

Steps

Click the **Addresses** page from the side navigation to view/edit home and mailing address details. Students must provide both **Home Address** and **Mailing Address**.



To edit the addresses, complete the following steps:

Step 1. Click the **Plus** icon or the **Address** from the **Home** section.

Step 2. The **Edit Address** page displays. Edit the available fields.

Step 2.1:

For ***Country/region**, ***Province**, & ***Ward** fields: **DO NOT type directly into these fields.**

-> Click the icon

OPTION 1: Scroll through the list to select the appropriate value.

***Note:** You may click the $\updownarrow$ icon to sort the values by alphabetical order

OPTION 2: Use the SEARCH CRITERIA field to type and quick search.

***Note:** The system only recognizes Vietnamese text with diacritics.

Cancel

Lookup

Search for: Ward

1

2

Show Operators

Country VNM

Province HCM

Vietnam Ward (begins with)

Search

Clear

Search Results

168 rows

Vietnam Ward ↑↓	Ward ↑↓
Phường An Hội Tây	Phuong An Hoi Tay
Phường An Hội Đông	Phuong An Hoi Dong
Phường An Khánh	Phuong An Khanh

Cancel

Lookup

Search for: Ward

Search Criteria

Hide Operators

Country VNM

Province HCM

Vietnam Ward

begins with

contains

Search Results

168 rows

Vietnam Ward ↑↓	Ward ↑↓
Phường An Hội Tây	Phuong An Hoi Tay
Phường An Hội Đông	Phuong An Hoi Dong
Phường An Khánh	Phuong An Khanh
Phường An Lạc	Phuong An Lac

Cancel

Lookup

Search for: Ward

Search Criteria

Hide Operators

Country VNM

Province HCM

Vietnam Ward

contains

tân hưng

1

2

Search

Clear

Search Results

1 row

Vietnam Ward ↑↓	Ward ↑↓
Phường Tân Hưng	Phuong Tan Hung

3

***Note:** If no result appears, or you cannot find the value you are looking for in the results list, it may be because:

- You have not selected the 'contains' category.
- You have entered **an outdated value** (e.g. a ward/ province name under the previous 64-province/city structure instead of the new 34-province structure effective from July 2025).
- You entered Vietnamese text without diacritics.

Step 2.2: For the remaining fields, please follow the instructions below:

- **Address 1: DO NOT** include Ward / City / Province information.
 - o Landed property: House number, Street name
 - o Apartment/building: Building name, Unit number, Street name
- **Address 2:** Leave blank
- **Postal Code:** Optional. *If provided, please ensure that the information is true and accurate.*

Review the result -> Click **Save**.

The screenshot shows the 'Edit Address' form. At the top, there is a 'Cancel' button on the left and a 'Save' button on the right. The form title is 'Edit Address'. Below the title, there is a section for 'Type' with 'Home Address' selected. The form contains several input fields: '*Country/region' with 'Vietnam', '*Province' with 'Thành phố Hồ Chí Minh', '*Ward' with 'Phường Tân Hưng', '*Address 1' with '702 Nguyễn Văn Linh', 'Address 2' (empty), and 'Postal Code' (empty). A red rectangle highlights the entire form area.

Step 3. Repeat the process for **Mailing Address**

Your updated addresses will now appear in the "Addresses" field in myRMIT.

myRMIT – Emergency Contact's Address

Overview

All RMIT students are required to maintain accurate and up-to-date emergency contact information on their student record. Students can easily update these details at any time through the 'Personal Details' tile on myRMIT. Keeping these contacts current ensures that the university can promptly reach a designated person in the event of an emergency or a critical situation, thereby providing students with necessary support and care when it's needed.

This guideline focuses on updating the emergency contact's **address**.

Navigation

[Homepage](#) > [Personal Details](#) > [Emergency Contacts](#)

Field to update

- Contact Address

Steps

Click the **Emergency Contacts** page from the side navigation to view/edit emergency contact information.

To edit the addresses, complete the following steps:

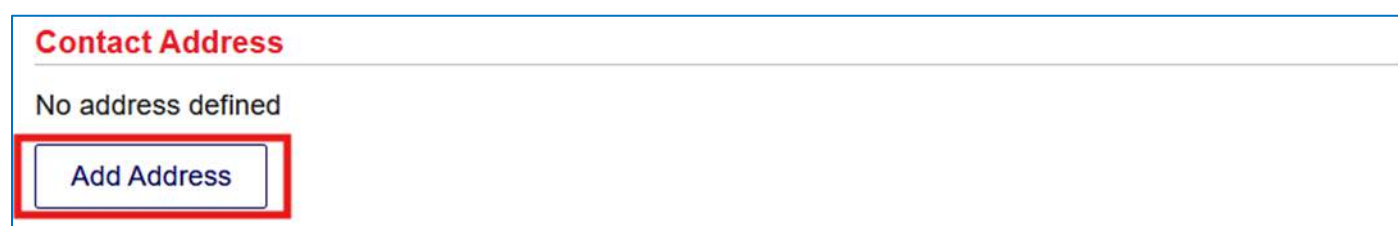
Step 1. Click the **Plus** icon or the name of the existed contact person



Emergency Contacts

+		
Contact	Phone	Preferred
Nguyễn	84	✓

Step 2. The **Edit Contact** page displays. Edit the available fields. Select **Add Address** if there is no Address recorded.



Contact Address

No address defined

Add Address

Repeat the same steps used when updating your address details.

Click **Done**, then **Save**.

Cancel

Contact Address

Done

Same as mine ☐

*Country

Vietnam

*Province

Thành phố

*Ward

Phường

*Address 1

Address 2

(Leave this field empty)

Postal Code

Cancel

Edit Contact

Save

*Name

Nguyễn

*Relationship

Other

☒ Preferred

Primary Phone Number

*Country Code

Vietnam

*Phone Number

84

Email

Email

Contact Address

Thanh phố

Phường

Delete

Your updated contact address will now appear in the "Contact Address" field within **Emergency Contacts** section in myRMIT.

myRMIT – Privacy Release Contact's Address

Overview

Students should use this Privacy Release page if they want to give a third party their express consent to release information to RMIT in relation to their personal, academic and financial information. Please note that this authority applies to the sharing and confirmation of details relating to the areas for which consent is given.

This guideline focuses on updating the privacy release contact's **address**.

Note: You must be 18 years of age or older in order to amend your privacy release information.

Navigation

[Homepage](#) > [Personal Details](#) > [Privacy Release](#)

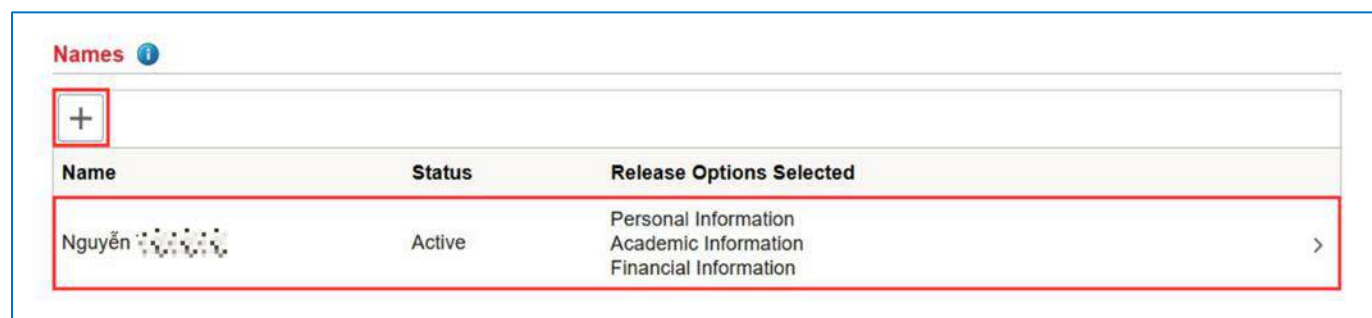
Field to update

- Contact Address

Steps

Click the **Privacy Release** page from the side navigation to view/edit privacy release contact information. To edit the addresses, complete the following steps:

Step 1. Click the **Plus** icon or the name of the existing contact person.



Names 		
Name	Status	Release Options Selected
Nguyễn 	Active	Personal Information Academic Information Financial Information 

***Note:** In case there is no historical data, select **Add Name** if you wish to release your information to a new party.

Step 2. The **Edit Release Details** page displays. Edit the available fields. Select **Add Address** if there is no Address recorded.

Repeat the same steps used when updating your address details.

Click **Done**, then **Save**.

Cancel

Contact Address

Same as mine ☐

*Country

Vietnam

Q

*Province

Thành phố

Q

*Ward

Phường

Q

*Address 1

Address 2

(Leave this field empty)

Postal Code

Save

Delete

Cancel

Edit Release Details

Save

*Name

Nguyễn

i

*Relationship

Parent

▼

Phone

*Country Code

Vietnam

Q

+84

*Phone Number

84

Email

Email

@gmail.com

Contact Address

Thanh pho

Phường

>

Your updated privacy release contact address will now appear in the "Contact Address" field within **Privacy Release** section in myRMIT.

- You have reached the end of this guideline. For further assistance, contact [Student Connect](#) -