

# Required Information

All CIA correspondence is sent to students' CIA e-mail address.

Students must provide the Registrar's Office with the following information: permanent address and current phone number, emergency address and phone number, and—if students are living off campus—a local address. Everyone must supply a current cell phone number (or land line) at which they can be reached. **Each semester, it is every student's responsibility to update this information with Student Financial and Registration Services.**