

## Change of Address

To change your address or personal details, you need to:

- Update your QSIIS record

Go to contact information – addresses – edit addresses – choose the address type and submit.

- Update BSO HR – the change of personal details form can be found under ‘forms’ on the trainee hub.
- Update the DClIn programme team by emailing [dclinpsy@qub.ac.uk](mailto:dclinpsy@qub.ac.uk) to provide your new address.

If you have any queries, please email [dclinpsy@qub.ac.uk](mailto:dclinpsy@qub.ac.uk)