

How to Remove the Emergency Contact Hold

As soon as you are accepted, an Emergency Contact Hold is automatically placed on your record.

Instructions To Remove the Hold:

1. Login in **PAWS** at <https://paws.gsu.edu/>
 2. Select the **Enrollment** Tab at the top of the webpage.
 3. Click the **Change Emergency Contact Information** that will be found once you scroll down to Update/Request Student Record.
 4. Click the **Update Emergency Contacts – Select Contact** link. **A minimum of two contacts required** for Emergency Contact info:
 - **Your personal contact information** (how the University can contact you in case of a campus emergency) with the “Relationship” type of *Reach Me in Emergency*.
 - **One other person’s contact information** (how the University needs to contact your relative, friend, etc. in case of an emergency involving you) with the appropriate “Relationship” type.
 5. Once you have entered both types of contacts and saved them, click **Remove Hold** and the hold will be removed.
- **Note for International Students:**
 - If you only have an international phone number, leave area code and phone number blank before submitting changes.
 - Once you have submitted this, go to the “Personal Information Menu” in GOSOLAR and add the international phone number for your emergency contact under "Change Address(es) and Phone(s)."