



NOTIFICATION OF CHANGE OF ADDRESS FORM

It is the responsibility of each student to notify the Office of the Registrar of any change of address. Students are held responsible for all correspondence that is sent to them at an old address by any office until they report the new address to the Registrar's office. Please note: Do NOT use this form for change of name, rather use the *Request for Change of Name on School Records Form*.

Legal Name _____
(Last, First, Middle)

I.D. No. _____ - _____ - _____

New Address		Effective Date: _____	
_____ <i>Number & Street or Dorm Building and Room number</i>			
_____ <i>City</i>		_____ <i>State</i>	_____ <i>Zip</i>
_____ <i>Phone Number</i>	_____ <i>Email</i>	_____ <i>Name of parent or guardian (if undergraduate)</i>	
Old Address			
_____ <i>Number & Street or Dorm Building and Room number</i>			
_____ <i>City</i>		_____ <i>State</i>	_____ <i>Zip</i>

- I am a current student enrolled in _____.
school(s) and department(s)
- I am an alumnus who graduated from _____ in _____ with the degree of _____.
school(s) *year* *degree*
- I am a former student who withdrew from _____ in _____ without graduating.
school(s) *year*

COMMENTS OR SPECIAL INSTRUCTIONS (If the change is of a temporary nature, such as a summer address, please so indicate here, with details):

Signature of Student

Date

For Office Use Only
Date Received: _____ Processed: _____