



# Change of Address

Name \_\_\_\_\_ Date \_\_\_\_\_ ID Number \_\_\_\_\_

Department \_\_\_\_\_  Current Student  Former Student  Alumn (Graduation Yr \_\_\_\_\_)

Are you an International Student?  Yes  No

**This is a:**

- Change of Mailing Address, Phone, or Email
- Stop Mail Request (Not applicable to current students)

**New Address/Stop Mail to:**

Address \_\_\_\_\_ Phone \_\_\_\_\_

Apt # \_\_\_\_\_ Cell Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**This is a change to my:**

- Local Address \*  Permanent Address
- Parent/Guardian Address  Emergency Address

\* Mail for current students will be sent to the LOCAL address

**For Office Use Only**

Originating Office: \_\_\_\_\_

Please forward all change of address/contact info to Registration and Records.

**For Registration and Records Office use only**

Stop Mail:  Alumni  Former Student  Student Deceased

Changed in Jenzabar

Changed in EXCEL

Initials: \_\_\_\_\_

Date: \_\_\_\_\_