

Select as applicable: Student Faculty/Staff

- It is the obligation of every student to notify the Office of the Registrar of any change in address.
- Completing this form will not result in mail being forwarded by the U.S. Postal Service.
A separate change of address must be filed with the U.S. Postal Service.
- Please note: Offices may elect to contact you via your home or local address regardless of your preference.
As an example, all Financial aid settlement checks and W-2's are sent to your HOME address regardless of preference.
- International students must submit all demographic changes to the Office of International Studies and Programs.

PLEASE PRINT

Student ID number _____

Last name _____ First _____ Middle _____

▶ HOME/PERMANENT ADDRESS

- Check if applicable: My HOME/PERMANENT ADDRESS is my preferred mailing address.
 I am a GRADUATION APPLICANT and I would like my diploma sent to this address.

If this is also your residence address, you are not required to complete the LOCAL address portion of this form.

Street / P.O. Box _____

City _____ State _____ Zip code _____

Telephones: Home (_____) _____ Cell (_____) _____

▶ LOCAL ADDRESS (where you will reside while attending school)

Complete this section only if the address is different than the address listed above.

- Check if applicable: This LOCAL ADDRESS is my preferred mailing address.
 I am a GRADUATION APPLICANT and I would like my diploma sent to this address.

Street / P.O. Box _____

City _____ State _____ Zip code _____

Telephones: Home (_____) _____ Cell (_____) _____

▶ EMERGENCY CONTACT INFORMATIONSelect one: Parent Guardian Spouse

Name _____

Street / P.O. Box _____

City _____ State _____ Zip code _____

Foreign country (if applicable) _____

Telephone: Day (_____) _____ Evening (_____) _____

▶ STUDENT'S SIGNATURE _____ **DATE** _____