

## CHANGE OF ADDRESS

(PLEASE NOTE: YOU CAN UPDATE YOUR ADDRESS ON YOUR **CI records** ACCOUNT OR SUBMIT THIS CHANGE OF ADDRESS FORM. IF YOU ARE AN EMPLOYEE OF THE UNIVERSITY, YOU MUST ADDITIONALLY VISIT HUMAN RESOURCES TO CHANGE YOUR ADDRESS ON YOUR EMPLOYMENT RECORD.)

Please check one or both boxes:

Permanent Address     Mailing Address\*

\*All official correspondence is sent to the **MAILING ADDRESS** on file in **CI records**

### Old Address

Street: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

### New Address

Street: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

### New Phone Numbers

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

If you are graduating soon, verify your mailing address is correct in **CI records**. Your diploma and other important information will be sent to your mailing address on file.

Student Email: \_\_\_\_\_

Student I.D. # \_\_\_\_\_ Name: \_\_\_\_\_

**Please complete and submit this form to the Enrollment Center, Sage Hall.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Administrative Use Only-Records & Registration

Processed by \_\_\_\_\_ PS Update: \_\_\_\_\_  
(Staff Initials) (Date)

Student Notification: \_\_\_\_\_  
(Date)