

Change of Address

Please note: You can update your e-mail and home addresses on your CI Records account or submit this change form. If you are an employee of the University, you must additionally visit Human Resources to change your information on your employment record.

Name: _____ Student ID: _____

Please check the appropriate box(es) for the update (s) you wish to make:

Mailing Address only* Mailing and Permanent Address

*All official correspondence is sent to the **mailing address** on file in CI Records.

<p>Old Address</p> <p>Street: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p>

<p>New Address</p> <p>Street: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p>

Personal E-mail Address

Old E-mail: _____ New E-mail: _____

If you are graduating soon, verify your personal e-mail and mailing address is correct in CI Records. Your diploma and other important information will be sent to the mailing address the University has on file for you.

Please complete and submit this form to the Enrollment Center, Sage Hall. You may also turn in this form via mail or e-mail to registrar@csuci.edu.

Note: Handwritten signature is required on this form. Electronic signatures will not be accepted.

Student's Signature _____ Date _____

Administrative Use Only – Registrar's Office

Processed by: _____ PS Update: _____ Student Notification: _____
(Date)