



INSTRUCTIONS Save this PDF to your computer, open using [Adobe Reader](#), complete, print, sign and submit to the Office of the Registrar.

This form allows you to provide new contact information. You do not need to complete the sections below that have not changed. If you leave an address section blank, changes will not be made to the address currently on file. Your address will be updated across campus with the exception of your W9 tax form. In order to update your address on your W9, you must submit a new W9 form to the Business Office.

Email correspondence from the University is sent to your CNU email. Your personal email is used when your CNU email is no longer valid.

Requests for changes take approximately 5-7 business days to process. Changes made in your Student Portal are immediate.

It is preferred that you make changes through your Student Portal:
<http://www.cnsu.edu/about/registrar/student-portal>

STUDENT INFORMATION

Name: _____
Last First Middle

Student ID #: _____ Date of Birth: _____ College (check one): COP COM CHS Class of: _____

New Alternative Email Used if your CNU email is invalid or compromised.	Alternative Email 1: _____ Alternative Email 2: _____
New Local Address Your physical location while school is in session. Used for wellness-checks and University mailings.	Address: _____ City: _____ State: _____ Zip Code: _____ Primary Phone: _____ Secondary Phone: _____ Effective Date: _____
New Permanent/ Home Address The address used if mail to your local address is returned.	<input type="checkbox"/> X if same as new Local Address Address: _____ City: _____ State: _____ Zip Code: _____ Primary Phone: _____ Secondary Phone: _____ Effective Date: _____
New Billing Address A specific address, different from your Permanent or Local address, may be utilized for mailing of ALL fee statements.	<input type="checkbox"/> X if same as new Local Address <input type="checkbox"/> X if same as new Permanent/Home Address Address: _____ City: _____ State: _____ Zip Code: _____ Primary Phone: _____ Secondary Phone: _____ Effective Date: _____

Each time your address changes for the College, you should alert both the USPS and the Office of the Registrar to ensure continued prompt delivery of your mail. Students who change either their permanent home address or their local mailing address are expected to submit a Change of Address form to the Office of the Registrar. Failure to notify the Office of the Registrar of address changes may cause serious delays in the handling of student records and in notifying students in cases of emergency. Students who have moved and who have not completed a Change of Address form are not exempt from the consequences of failing to receive official University notices and communications. This form is available on CNU website: <http://www.cnsu.edu/about/registrar/registrar-services>.

I certify that I am the above named person and the information I have provided is accurate.

Student Signature: _____ **Date:** _____

OFFICE OF THE REGISTRAR USE ONLY			
Date Received: _____	Date Processed: _____	Processed By: _____	Updated 01/16 OR