

**BSU ADDRESS AND TELEPHONE NUMBER CHANGE FORM (PLEASE PRINT)**

[See Reverse Side for details]

(If you are both an employee and a student, only one form must be completed and returned to the Human Resources Department.)

Please check:  Employee/Student Employee  Student

Name: \_\_\_\_\_  
Last First Middle

Banner ID: \_\_\_\_\_ or Last 4 digits of SSN: \_\_\_\_\_  
(8-digit number starting with 0)

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (for identification purposes only)  
Month (mm) Day (dd) Year (yyyy)

I certify that I am the above-named person and that all information on this form is correct as stated.

SIGNATURE: \_\_\_\_\_ Day Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDRESS CHANGE**

Please check all address types that apply to each address change listed (see reverse side for definitions):

Check all that apply: Street Address 1 \_\_\_\_\_  
 Permanent  
 Billing Street Address 2 \_\_\_\_\_  
 Local  
 Mailing Street Address 3 \_\_\_\_\_  
 Parent  
City State Zip Code Country (other than United States)

Check all that apply: Street Address 1 \_\_\_\_\_  
 Permanent  
 Billing Street Address 2 \_\_\_\_\_  
 Local  
 Mailing Street Address 3 \_\_\_\_\_  
 Parent  
City State Zip Code Country (other than United States)

**REMINDER TO ALL PERMANENT RESIDENTS, INTERNATIONAL/EXCHANGE STUDENTS AND OTHER FOREIGN NATIONALS:**  
United States immigration law currently requires that permanent residents, international/exchange students, and other foreign nationals report all address changes to the Immigration and Naturalization Service using form AR-11 within 10 days of moving. The latest version of the AR-11 form can be downloaded [here](#)

Pager  Parent Area Code Phone Number  
 Permanent  Cell  Day \_\_\_\_\_

## EMAIL CHANGE

*Please check only one email type for each change listed (see below for definitions):*

Student Non-BSU     Parent 1  
 Guardian             Parent 2

\_\_\_\_\_

Student Non-BSU     Parent 1  
 Guardian             Parent 2

\_\_\_\_\_

### DEFINITIONS - ADDRESS TYPES:

**PERMANENT** = permanent home/street address (not including PO Box). Every person should have this on file.

**BILLING** = address where tuition bills and vendor invoices should be sent, if different from permanent address

**LOCAL** = physical off-campus address, other than permanent, where a student/employee resides while enrolled/employed at the college

**MAILING** = preferred mailing address for general information, including PO Box address

**PARENT** = address of primary parent/guardian

**NOTE: If you have three or more different addresses, please complete multiple forms.**

### DEFINITIONS TELEPHONE TYPES:

**CELL** = cellular telephone number