CHANGE OF ADDRESS REQUEST FORM

This form should be used to change or update your address.

Official notification of change of address is necessary for accurate mailing of important correspondence from the University, such as grades, statements, financial aid awards, and notices about special events. It is the student’s responsibility to keep the Office of the Registrar informed of any changes. Updates to addresses will be done immediately upon receipt.

Note: There are three different types of addresses that are used for mailings at various times during the year. If you move during the semester, please stop by the Office of the Registrar in College Hall, to update your address information. You may also fax a change of address request to (361)593-2195.

The three types of addresses and a brief definition of each are listed below.

Permanent address – Financial aid award letters and financial aid missing information letters are sent to this address prior to the semester beginning. (After the semester begins, financial aid information is sent to the local address if the student has one listed, if not the information will continue to be sent to the permanent address.)

Billing address – Refund checks and tuition bills are sent to this address. (If the student has not listed a billing address, this information will be sent to the permanent address.) Refund checks will be mailed to this address.

Local address – Financial aid award letters and financial aid missing information letters are sent to this address. (If the student does not have a local address, this information will be sent to the permanent address.)

Complete the information below to change your address. Please print legibly.

_____ Check here if you want all correspondence sent to the same address listed below.

OR

The address change is for (check all that apply):  ____ Permanent  ____ Local  ____ Billing

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<th>Last Name</th>
<th>First</th>
<th>Middle</th>
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<thead>
<tr>
<th>Street</th>
<th>Apt/Box No.</th>
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<table>
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<tr>
<th>City</th>
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<thead>
<tr>
<th>Social Security Number</th>
<th>Phone: (Area Code + Number)</th>
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Signature  ____________  Date  ____________