

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)

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 Permanent
 Billing Street Address 2 _____
 Local
 Mailing Street Address 3 _____
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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