

# Kutztown University

## Permanent Address Change Form

### Student Information

Student Name:

Student ID Number:

KU Email:

### Instructions

Use this form to update your permanent address, which is your default mailing address. The Office of the Registrar requires documentation to verify the new address.

You can update your mailing address in your MyKU profile. If no mailing address is on file, university correspondence will be sent to your permanent address.

Students living on campus also have a campus address, which is managed by the Office of Residence Life, Housing, and Dining Services.

### Complete the information in the following sections

#### Section 1 New Permanent Address

Address:

City:

State:

Zip:

#### Section 2 Upload Documentation

Upload attached proof of legal address change such as a driver's license or a utility bill in your name.

### Signatures and Date

My signature below authorizes Kutztown University to make changes to the above records.

Student Signature:

Date:

### Form Processing

This form is submitted by students to the Kutztown University **Office of the Registrar**. Once the record update is complete, a copy of this form will be provided to the student and maintained in the student's official academic record.

Reviewed and Processed:

Date: