



# ADDRESS CHANGE FORM

University of Lethbridge I.D. Number

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Today's Date

Day	Month	Year

Example:

01	JAN	1999
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**BANNER** - The Student Information System stores two student addresses when requested.

- The Permanent Address is where the student can always be reached. i.e. parent's address.
- The Current Address is where the student is currently living.
- If you are storing only one address it will appear as the Permanent Address.
- If you are deleting an address print DELETE in the appropriate section of this form.

**NOTE:** This form must be returned to Human Resources or the Registrar's Office before this transaction is complete.

This information will be used to update the University's official computer record. Maintain accurate address information at all times.

## Confidentiality

(Check one only):

 **Public Access**

My e-mail address will be listed on the University of Lethbridge Website (over the Internet). My telephone number will be listed in the Students' Union Directory (should one be published).

 **Restricted Access**

Access to information will be restricted to authorized University officials, and designates authorized by students.

## Name (please print plainly using a ball point pen)

Prefix:	<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Mr.	Other _____
Last Name:					
First Name:			Middle Name:		

## Form Originated:

<input type="checkbox"/> Housing	<input type="checkbox"/> Library	<input type="checkbox"/> Development	<input type="checkbox"/> Financial Aid & Awards
<input type="checkbox"/> Cashier	<input type="checkbox"/> Registrar	<input type="checkbox"/> Human Resources	Other _____

## Permanent Address

Street, Box Number, Apartment:		
City or Town:		Province:
Country:		
Postal Code:	Area Code	Telephone:

## Current Address (If different from Permanent Address)

Street, Box Number, Apartment:		
City or Town:		Province:
Country:		
Postal Code:	Area Code	Telephone:

Signature: \_\_\_\_\_