University of Lethbridge

ADDRESS CHANGE FORM

University of Lethbridge I.D. Number

Today's Date

Day	Month	Year

Example: 01 JAN 1999

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: ☐ Ms. ☐ Miss ☐ Mrs. ☐ Mr. Other _____

Last Name:

First Name: | Middle Name:

Form Originated:

☐ Housing ☐ Library ☐ Development ☐ Financial Aid & Awards
☐ Cashier ☐ Registrar ☐ 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: _____

White - Registrar Yellow - Library 04/03