

Change of Address Form

Office of the Registrar 9700 West Taron Drive | Elk Grove, CA 95757 916-686-7400 | (F) 916-686-8432 CNRegistrar@cnsu.edu

INSTRUCTIONS Save this PDF to your computer, open using <u>Adobe Reader</u>, complete, print, sign and submit to the Office of the Registrar.

This form allows you to provide new contact information. You do not need to complete the sections below that have not changed. If you leave an address section blank, changes will not be made to the address currently on file. Your address will be updated across campus with the exception of your W9 tax form. In order to update your address on your W9, you must submit a new W9 form to the Business Office.

Email correspondence from the University is sent to your CNU email. Your personal email is used when your CNU email is no longer valid.

Requests for changes take approximately 5-7 business days to process. Changes made in your Student Portal are immediate.

It is preferred that you make changes through your Student Portal: http://www.cnsu.edu/about/registrar/student-portal.

Name:	STUDENT INFORMATION	ON		
New Alternative Email Used If your CNU email is invalid or compromised.	Name:	First		Middle
New Alternative Email Used if your CNU email is invalid or compromised.		riist		
Used if your CNU email is invalid or compromised. Alternative Email 2:	Student ID #:	Date of Birth: Coneg	е (спеск опе): ЦСОР ЦСО.	M 🗆 CHS Class of:
New Billing Address New Billing Address As specific address, may be utilized for mailing of ALL fee statements. City: State: Zip Code: Effective Date: City: State: Zip Code: State: Zip Code: State: Stat	Used if your CNU email is			
Your physical location while school is in session. Used for wellness-checks and University mailings. New Permanent/ Home Address	mvana or compromised.	Alternative Email 2:		
School is in session. Used for wellness-checks and University mailings. City:		Address:		
University mailings. Primary Phone:	school is in session. Used for wellness-checks and	City:	State:	Zip Code:
New Permanent		Primary Phone:	_ Secondary Phone:	Effective Date:
The address used if mail to your local address is returned. City:	Home Address The address used if mail to			
Primary Phone:		City:	State:	Zip Code:
New Billing Address A specific address, different from your Permanent or Local address, may be utilized for mailing of ALL fee statements. City:		Primary Phone:	_ Secondary Phone:	Effective Date:
from your Permanent or Local address, may be utilized for mailing of ALL fee statements. City: Secondary Phone: Secondary Phone: Effective Date: Effective Date: Secondary Phone: Secondary Phone: Effective Date: Secondary Phone: Secondary Phon	A specific address, different from your Permanent or Local address, may be utilized for			,
mailing of ALL fee statements. Primary Phone: Secondary Phone: Effective Date: Each time your address changes for the College, you should alert both the USPS and the Office of the Registrar to ensure continued prompt delivery of your mail. Students who change either their permanent home address or their local mailing address are expected to submit a Change of Address form to the Office of the Registrar. Failure to notify the Office of the Registrar of address changes may cause serious dela n the handling of student records and in notifying students in cases of emergency. Students who have moved and who have not completed Change of Address form are not exempt from the consequences of failing to receive official University notices and communications. This forms available on CNU website: http://www.cnsu.edu/about/registrar/registrar-services . I certify that I am the above named person and the information I have provided is accurate. Date:		City:	State:	Zip Code:
delivery of your mail. Students who change either their permanent home address or their local mailing address are expected to submit a Change of Address form to the Office of the Registrar. Failure to notify the Office of the Registrar of address changes may cause serious dela n the handling of student records and in notifying students in cases of emergency. Students who have moved and who have not completed Change of Address form are not exempt from the consequences of failing to receive official University notices and communications. This forms available on CNU website: http://www.cnsu.edu/about/registrar/registrar-services . I certify that I am the above named person and the information I have provided is accurate. Date: Date:		Primary Phone:	_ Secondary Phone:	Effective Date:
Student Signature: Date:	delivery of your mail. Students v Change of Address form to the O in the handling of student record Change of Address form are not is available on CNU website: http	who change either their permanent hor office of the Registrar. Failure to notify the sand in notifying students in cases of exempt from the consequences of failings://www.cnsu.edu/about/registrar/re	ne address or their local mailing the Office of the Registrar of add emergency. Students who have ng to receive official University registrar-services.	g address are expected to submit a dress changes may cause serious delays moved and who have not completed a
	i certify that i am the above i	namea person ana the information i	i nave proviaea is accurate.	
OFFICE OF THE REGISTRAR USE ONLY	Student Signature:			Date:
Date Received: Date Processed: Processed By: Updated 01/16 C				