



CHANGE OF ADDRESS REQUEST FORM

Official notification of change of address is necessary for accurate mailing of important correspondence from the University, such as grades, statements, financial aid awards, and notices about special events. It is the student's responsibility to keep the Office of the Registrar informed of any changes. Updates to addresses will be done upon receipt.

Note: There are three different types of addresses that are used for mailing at various times during the year. If you move during the semester, please stop by the Welcome Center in room 106 at Main Campus to update your address information. You may also fax a change of address request to (210) 784-1494 in San Antonio.

Permanent Address- Financial aid award letters and financial aid missing information letters are sent to this address prior to the semester beginning. After the semester begins, financial aid information is sent to the local address if the student has one listed, if not the information will continue to be sent to the permanent address.

Billing Address- Refund checks and tuition bills are sent to this address. If the student has not listed a billing address, this information will be sent to the permanent address.

Local Address- Financial aid award letters and financial aid missing information letters are sent to this address. If the student has not listed a local address, this information will be sent to the permanent address.

Complete the information below to change your address. Please print legibly.

Check if you want all correspondence sent to the same address listed below.

OR

The address change is for (check all that apply): Permanent Local Billing

Last Name		First	Middle
Street		Apt./Box No.	
City	State	Zip Code	
ID Number		Telephone	
Signature		Date	

For Office Use:					
Date Received:		Processed By:		Date Processed:	