



SAINT LOUIS UNIVERSITY

STUDENT ADDRESS UPDATE

(Instructions for completing this form are on the reverse side.)

PLEASE PRINT

NAME: _____ (Last name, First, Middle)	
STUDENT ID NUMBER: _____ - _____ - _____	BIRTH DATE: _____ / _____ / _____ month day year
ADDRESS INFORMATION: <input type="checkbox"/> YES <input type="checkbox"/> NO Mail my diploma to the permanent address shown below.	
PERMANENT:	This is your home address, or where you reside while school is <u>not</u> in session.
	Street (line1): _____
	Street (line 2): _____
	City: _____ State: _____ ZIP: _____
	Telephone: (_____) _____ - _____ Country: _____
LOCAL:	This is where you reside while school is in session and where University mailings are sent. You need not indicate a Local address if it is the same as your Permanent address.
	Street (line1): _____
	Street (line 2): _____
	City: _____ State: _____ ZIP: _____
	Telephone: (_____) _____ - _____ Country: _____
BILLING:	This is where billing statements will be mailed. If this is blank, billing statements will be sent to your Local address. If Local address is also blank, statements will be mailed to your Permanent address.
	Street (line1): _____
	Street (line 2): _____
	City: _____ State: _____ ZIP: _____
	Telephone: (_____) _____ - _____ Country: _____
Cell Phone: _____	
E-mail: 1- _____ 2- _____	
Emergency Contact:	Name: _____
Telephone:	(_____) _____ - _____ Relationship: _____
Information Release:	Name and address can be published in the student directory: <input type="checkbox"/> Yes <input type="checkbox"/> No
STUDENT SIGNATURE: _____ DATE: _____	

STUDENT ADDRESS UPDATE INSTRUCTIONS

This form is used to update your permanent, local, billing and diploma addresses. Blank forms are available at the Office of the University Registrar. Read the following instructions, fill in the appropriate information, sign the form and return it to the Office of the Registrar, Avda. del Valle, 34 - 28003 Madrid.

A. Complete the identification information:

- NAME:** Print your name as it appears on your Registration Form.
- STUDENT ID NUMBER:** Enter your Student ID Number as it appears on your Registration Form (in most cases, this is your Social Security number.)
- BIRTH DATE:** Indicate the month, day and year of your birth.

B. Complete the ADDRESS INFORMATION section:

Update your address information according to the definitions of how each address is used. Print the correct address in the appropriate section. Street line 2 should be used for longer addresses or those requiring special identifiers, e. g. apartment or box number, buildings or complexes. include your telephone number (with area code) and the country (USA or actual name).

PERMANENT ADDRESS: Provide your home address or where you reside while school is not in session.

LOCAL ADDRESS: Indicate where you reside while school is in session and where University mailings are sent. Do not specify a Local address if it is the same as Permanent. If you live in campus housing, your Local address will be entered automatically by the Office of Residence Life.

Updates made on this form are for address purposes only; contact the Office of Residence Life regarding requests to change on-campus housing arrangements.

BILLING ADDRESS: Specify where billing statements are to be mailed. If you leave this blank, all bills will be sent to your Local address (or Permanent if Local is also blank). Summer bills will be sent to your Permanent address unless a Billing address is specified.

EMERGENCY CONTACT: Print the name, telephone number and relationship (e. g., father, sister, friend) of the person you wish contacted in case of an emergency.

INFORMATION RELEASE: If you want your name and local address to be published in the student directory, check "Yes"; if you do not want to have it published, check "No".

C. Sign and Submit the form:

Carefully review the proposed changes, sign and date the form. Deliver or mail it to the Office of the Registrar, Avda. del Valle, 34 - 28003 Madrid.