



## Student Name/Address Change Form

**Please Note:** Change of Address may affect billing status.

Student workers/employees need to make changes with the student payroll office

Student ID#: \_\_\_\_\_

Student Status: ☐ Undergraduate ☐ Graduate ☐ Post Baccalaureate

Name: (as it currently appears on records) \_\_\_\_\_

### Only complete the information below that you want to change

**1. Name Change:** (You must attach proof of name change: Marriage License or Court Order)

Attach Image Here: \_\_\_\_\_

Print your name as you would like it to appear on your permanent records.

**2. New Address Changes:** (You must attach proof of Permanent address change: Drivers License or Utility Bill)

Attach Image Here: \_\_\_\_\_

**Permanent Address:**

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

New Home Telephone Number: \_\_\_\_\_

**Local Address:** (Address while attending Kutztown University)

☐ Check if you no longer have a local address

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

New Local Telephone Number: \_\_\_\_\_

**3. FERPA: I elect for the University not to disclose my:**

☐ Permanent Address

☐ Local/Campus Address

☐ Place & Date of Birth

☐ Permanent Telephone

☐ Local/Campus telephone #

☐ KU E-mail Address

☐ Major/Minor

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

You will receive an email confirmation once the document has been received and approved by the Registrar's Office.

Attn.: Registrar's Office, P.O. Box 730, Kutztown, PA 19530  
Phone: (610) 683-4485 Fax: (610) 683-1586 Email: [regoffice@kutztown.edu](mailto:regoffice@kutztown.edu)

Registrar's Approval

Approved Date