BSU ADDRESS AND TELEPHONE NUMBER CHANGE FORM

PLEASE PRINT

RETURN FORM TO: Human Resources Department (Employees) OR Registrar’s Office (Students) [See Reverse Side for details]

(If you are both an employee and a student, only one form must be completed and returned to the Human Resources Department.)

Please check:  □ Employee/Student  □ Employee  □ Student

Name: ________________________________  Last  First  Middle

Banner ID: ____________________________  or  Last 4 digits of SSN: __ ___ __ ___

(8-digit number starting with 0)

Date of Birth: __________ / __________ / __________ (for identification purposes only)

Month (mm)  Day (dd)  Year (yyyy)

I certify that I am the above-named person and that all information on this form is correct as stated.

SIGNATURE: __________________  Day Phone Number: __________  Date: __________

ADDRESS CHANGE

Please check all address types that apply to each address change listed (see reverse side for definitions):

Check all that apply:  Street Address 1 ________________________________

□ Permanent  □ Billing  □ Local  □ Mailing  □ Parent

Street Address 2 ________________________________

Street Address 3 ________________________________

City  State  Zip Code  Country (other than United States)

Check all that apply:  Street Address 1 ________________________________

□ Permanent  □ Billing  □ Local  □ Mailing  □ Parent

Street Address 2 ________________________________

Street Address 3 ________________________________

City  State  Zip Code  Country (other than United States)

REMEMBER TO ALL PERMANENT RESIDENTS, INTERNATIONAL/EXCHANGE STUDENTS AND OTHER FOREIGN NATIONALS:
United States immigration law currently requires that permanent residents, international/exchange students, and other foreign nationals report all address changes to the Immigration and Naturalization Service using form AR-11 within 10 days of moving. The latest version of the AR-11 form can be downloaded from the INS website at: www.uscis.gov/addresschange.

Important Note for Students:
A change of permanent address from out-of-state to in-state does not automatically change a student’s residency for billing purposes. A formal application for in-state tuition is required as outlined on the Fiscal Affairs website: https://my.bridgew.edu/departments/fiscal/.

TELEPHONE NUMBER CHANGE

Please check only one telephone type for each number change listed (see reverse side for definitions):

□ Permanent  □ Cell  □ Day  □ Parent  Area Code  Phone Number

□ Local  □ Pager  □ Parent

□ Permanent  □ Cell  □ Day  □ Parent  Area Code  Phone Number

□ Local  □ Pager  □ Parent

FOR OFFICE USE ONLY
Processed By:  □ Human Resources  □ Registrar’s Office  □ U Admissions  □ G Admissions

(Initials/Date) ____________________________

Data Change Form Address – BaRC 2/1/05  RO Rev: 10/2/15
DEFINITIONS - ADDRESS TYPES:

PERMANENT = permanent home/street address (not including PO Box). Every person should have this on file.

BILLING = address where tuition bills and vendor invoices should be sent, if different from permanent address

LOCAL = physical off-campus address, other than permanent, where a student/employee resides while enrolled/employed at the college

MAILING = preferred mailing address for general information, including PO Box address

PARENT = address of primary parent/guardian

NOTE: If you have three or more different addresses, please complete multiple forms.

DEFINITIONS – TELEPHONE TYPES:

PERMANENT = home telephone number

CELL = cellular telephone number

DAY = telephone number where you can be reached during the day

LOCAL = student local off-campus telephone number

PAGER = pager number

PARENT = primary parent or guardian telephone number

NOTE: If you have three or more different telephone numbers, please complete multiple forms.

PLEASE RETURN TO:

EMPLOYEES –
HUMAN RESOURCES DEPARTMENT
BOYDEN HALL, ROOM 103
BRIDGEWATER, MA 02325
508-531-1725 (FAX)

STUDENTS –
REGISTRAR’S OFFICE
BOYDEN HALL, ROOM 003
BRIDGEWATER, MA 02325
508-531-6101 (FAX)

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