BSU ADDRESS AND TELEPHONE NUMBER CHANGE FORM  
(PLEASE PRINT)  
RETURN FORM TO: Human Resources Department (Employees) OR Registrar’s Office (Students)  
(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:  
☐ Permanent
☐ Billing
☐ Local
☐ Mailing
☐ Parent

Street Address 1 ____________________________________________

Street Address 2 ____________________________________________

Street Address 3 ____________________________________________

City ___________________________ State ___________________________ Zip Code ___________________________ Country (other than United States) ___________________________

Check all that apply:  
☐ Permanent
☐ Billing
☐ Local
☐ Mailing
☐ Parent

Street Address 1 ____________________________________________

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
Area Code ___________________________ Phone Number ___________________________

☐ Permanent  ☐ Cell  ☐ Day  ☐ Parent
Area Code ___________________________ Phone Number ___________________________

☐ Local  ☐ Pager  ☐ Parent
Area Code ___________________________ Phone Number ___________________________

Data Change Form Address – BaRC 2/1/05  RO Rev: 02/02/18
**EMAIL CHANGE**

Please check only one email type for each change listed (see below for definitions):

- Student Non-BSU
- Parent 1
- Parent 2
- Guardian

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**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.

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**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.

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**PLEASE RETURN TO:**

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<thead>
<tr>
<th>EMPLOYEES</th>
<th>STUDENTS</th>
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<tbody>
<tr>
<td>HUMAN RESOURCES DEPARTMENT</td>
<td>REGISTRAR’S OFFICE</td>
</tr>
<tr>
<td>BOYDEN HALL, ROOM 103</td>
<td>BOYDEN HALL, ROOM 003</td>
</tr>
<tr>
<td>BRIDGEWATER, MA 02325</td>
<td>BRIDGEWATER, MA 02325</td>
</tr>
<tr>
<td>508-531-1725 (FAX)</td>
<td>508-531-6101 (FAX)</td>
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**FOR OFFICE USE ONLY**

Processed By:  
(Initials/Date)  

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