



*For Office Use Only*

Posted By: \_\_\_\_\_ Date Posted: \_\_\_\_\_

**Office of the Registrar**

## Request to Update Address and/or Phone Number

### STUDENT INFORMATION

Student ID: \_\_\_\_\_ Name: \_\_\_\_\_  
Last Name First Name Middle Name

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Degree: \_\_\_\_\_ Major: \_\_\_\_\_

### ADDRESS UPDATE

Check the type of address to be changed:

- Permanent Address**—Your “home base” address. Unless a separate Mailing Address is indicated, correspondence may be sent here.
- Mailing Address**—This is the address at which you prefer to receive correspondence, if different from your Permanent Address. A Rice University campus address cannot be used as the Mailing Address.

**For US and Canadian Addresses**

**For All Other Addresses**

Address Line 1: _____	Address Line 1: _____
Address Line 2: _____	Address Line 2: _____
Address Line 3: _____	Address Line 3: _____
City: _____	City or Equivalent: _____
State/Province: _____	Province or Equivalent: _____
9-digit Zip/Postal Code: _____	Postal Code or Equivalent: _____
	Nation: _____

### TELEPHONE NUMBER

You may have multiple phone numbers on file, but only one can be your primary number. If you are adding or changing a phone number, please indicate which number is to be considered your primary number. After indicating the correct phone number, check the box next to the number you wish to designate as your primary number.

- Permanent Phone Number (“home base” phone number): \_\_\_\_\_
- Cell Phone Number: \_\_\_\_\_
- Other Phone Number (Describe Type: \_\_\_\_\_ ): \_\_\_\_\_

### SIGNATURE

After completing and signing this form, it may be submitted in one of the following ways:

In Person:	Mail:	Fax:	Email:
Office of the Registrar	Rice University	713-348-5921	registrar@rice.edu
116 Allen Center	Office of the Registrar—MS 57		
	6100 Main Street		
	Houston, TX 77005		

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_