

## Missouri State University – Change of Address

Last Name	First Name	M.I.	BearPass Number
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**Students submit form to:**  
 Office of the Registrar, Carrington Hall 320  
 901 S National; Springfield MO 65897  
 FAX: (417) 836-6334  
 Email: Registrar@Missouristate.edu

**Employees submit form to:**  
 Office of Human Resources, Carrington Hall 118  
 901 S National; Springfield MO 65897  
 FAX: (417) 836-6789  
 Email: HumanResources@missouristate.edu

- **Residence Hall addresses** are maintained by Residence Life and Services based upon housing contracts.
- **Campus addresses** are maintained by the Office of Human Resources based upon employment; for changes in marital status, please contact HR.
- **University email addresses** are maintained by Computer Services based upon student/employment status.
- **Most University offices will use the first available address associated with you in this order: 1) Residence Hall or Campus Mail, 2) Temporary/Local, 3) Primary/Permanent.** When classes are not in session the Residence Hall/Campus Mail addresses will not be utilized.
- For a list of directory information, visit <http://www.missouristate.edu/registrar/ferpanotification.htm>

<input type="checkbox"/> <b>Temporary/Local Address (Optional)</b>			
<ul style="list-style-type: none"> <li>– This is typically the off-campus <b>address where you are living while in school.</b></li> <li>– If your cell phone is listed with this address type, it will be listed in the web and printed directory.</li> <li>– US address is required for F1 &amp; J1 international students</li> </ul>	Street		Apt. No.
	City	State	Zip
	Telephone: (        )                      --- <input type="checkbox"/> Cell		
<input type="checkbox"/> <b>Primary/Permanent Address (Required)</b>			
<ul style="list-style-type: none"> <li>– This is the address at which you can <b>always be reached</b> even when classes are not in session.</li> <li>– Typically this would be your hometown address and the telephone associated with that address.</li> <li>– If your cell phone is listed with this address type, it will be listed in the web and printed directory.</li> <li>– For international students this is your home country international address</li> </ul>	Street		Apt. No.
	City	State	Zip
	Telephone: (        )                      --- <input type="checkbox"/> Cell		
<input type="checkbox"/> <b>Emergency Contact Information (Desired)</b>			
Please provide at least one emergency contact.  This is <u>not</u> associated with the MSU Alert system which is used to notify <u>you</u> of important information.	Name		
	Relationship		
	Street		Apt. No.
	City	State	Zip
	Telephone: (        )                      --- <input type="checkbox"/> Cell		
<input type="checkbox"/> <b>Personal Email Address (Optional)</b>			
Personal, non-Missouri State email address. <b>Note: Official University communications will continue to be sent to Missouri State email addresses.</b>	Email:		
<input type="checkbox"/> <b>Cell Phone (Optional)</b>			
This phone number will not be attached to a particular address type noted above and will not be inactivated upon a change of address.	(        )                      --		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use Only:	
_____ Initials	_____ Date