

BGSU Student Address Change Form

Please Note: On-campus address changes must be submitted to Student Housing and Residence Programs.
Academic department addresses are maintained by the Office of Human Resources.

Please PRINT clearly

Last Name	First Name	MI/Maiden
BGSU ID Number	Social Security Number	
ADDRESS		
<input type="checkbox"/> Permanent (PM) <input type="checkbox"/> Off-Campus/Local (LO) <input type="checkbox"/> Billing <input type="checkbox"/> Parent 1 (ZA) Please indicate name(s) below _____ <input type="checkbox"/> Parent 2 (ZB) Please indicate name(s) below _____	<p>Permanent: This address should be a home or other address to which important correspondence can be sent year-round.</p> <p>Off-Campus Local: This address should be used ONLY while attending the University and living off-campus locally.</p> <p>Billing: This address designates bills to be sent to an address other than the Permanent address. It may be the same as the Off-Campus Local address.</p> <p>Parent Addresses: There are two parent addresses that may be used. The first address is for both parents or a primary parent. The second parent address is for the remaining parent if the parents live at separate addresses.</p>	
ACTION TO BE TAKEN		
<input type="checkbox"/> Added (enter additional address below). <input type="checkbox"/> Changed (enter changed address below). <input type="checkbox"/> Deactivated (enter address to be deactivated below. Please note that a PERMANENT address may only be changed and not deactivated).		
ADDRESS		
Number and Street		
Additional Street (Unavailable for parent addresses)		
City		State
Country (if not USA)		Zip/Postal Code
Day Telephone (include area code)		Evening Telephone (include area code)
EFFECTIVE DATE — The change above is effective for the following dates:		
From:		To: (if unknown, leave blank)

Please use reverse side for additional address change and emergency contact information.

Office of Registration and Records
110 Administration Building
Bowling Green State University
Bowling Green, OH 43403
Telephone: (419) 372-8441
Fax: (419) 372-7977

