



Office of the Registrar

Notification of Address or Address Change

Name: _____ Student ID: _____

Signature: _____

Students are required to have a current address on file with the Office of the Registrar. Students living at a temporary address while attending Southeast must have BOTH a temporary address and a permanent address on file. Students who list a temporary address will receive all mail, including bills, from the University while classes are in session at the temporary address. Students who list only a permanent address will receive all mail, including bills at this address. Students who want bills sent to a different address must make that request with Student Financial Services.

NOTE: *Students are NOT to list residence halls as permanent or temporary addresses. All residence hall addresses must be added or changed through the Office of Residence Life.*

Permanent Address:

Street _____

City _____

State _____ Zip _____

Telephone _____

Temporary Address:

Street _____

City _____

State _____ Zip _____

Telephone _____

Optional Addresses

The following address is:

_____ Father _____ Mother

_____ Other _____
(please explain)

Street _____

City _____

State _____ Zip _____

Telephone _____

The following address is:

_____ Father _____ Mother

_____ Other _____
(please explain)

Street _____

City _____

State _____ Zip _____

Telephone _____