

CHANGE OF PERMANENT MAILING ADDRESS

This form should only be used to change a **permanent mailing** address. For students claimed as a dependent for tax purposes or who by virtue of their age (under 24) as defined by federal financial aid regulations as being a dependent, this is typically the home of one's parents. Regardless of whether a student lives on or off campus, all students are required to have a permanent mailing address on file with the University as well as a local address if living off campus. Unless a student is required to submit this information directly to a specific office, submit this form to the Office of the Registrar.

Most addresses can be updated through a student's MyWCU account by following these steps:

- Log into MyWCU
- Click on *Personal Services* in the Quick Links section
- Under the *Personal Information* tab, click *Update Address(es) and Phone(s)*
- Select the listing you wish to update and modify your information (***this is only to modify what is there, not to change completely; if your address has changed, follow the next step***)
- If you need to add a new address, click on the drop down box by *Type of Address to Insert*, choose your option and click submit; enter your information and click submit to save (*if you are adding a duplicate type of address and you have an end date past the creation date of the new address, you may receive an error; return to the current listing of the previous address and enter an end date*)

920 _____
Student ID Number

(____) _____
Cell Phone

(____) _____
Home Phone

Last Name First MI

Mailing Address

City

State

Zip Code

Effective date of change in permanent address: _____

Fax, Email, Mail or Hand Deliver:

Office of the Registrar
206 Killian Annex
Cullowhee, NC 28723
registrar@wcu.edu
(828) 227-7217

Note: Upon completion, please submit form to the Office of the Registrar, 206 Killian Annex, for processing.

OFFICE USE ONLY

Processed by: _____ Date: _____