OFFICE OF STUDENT ASSISTANCE
ADDRESS AND TELEPHONE CHANGE FORM

STUDENT ID NUMBER  LAST NAME  FIRST NAME  MIDDLE

*IF YOU HAVE FILED FOR GRADUATION, PLEASE NOTIFY THE DEGREE AUDIT OFFICE OF THESE CHANGES*

(Please use the reverse side to change International Information)

Please note that you can change your contact information 7 days a week, 24-hours a day by navigating to Student Self Service via MyPace Portal and clicking on “Personal Information”. A link to MyPace is available on the Pace homepage at www.pace.edu.

DIVISION:  [ ] UNDERGRADUATE (01)  HOME CAMPUS:  [ ] NEW YORK (1)
[ ] GRADUATE (02)  [ ] PLEASANTVILLE (2)
[ ] LAW (03)  [ ] WHITE PLAINS (3)

MAILING/CURRENT ADDRESS (All billing, grade and registration information will be sent to this address.)

___________________________________________________________
STREET ADDRESS/P.O. BOX  CITY  STATE  ZIP

___________________________________________________________
DAY TELEPHONE NUMBER  EVENING TELEPHONE NUMBER  MOBILE/CELL NUMBER  E-MAIL ADDRESS

PERMANENT/ HOME ADDRESS  [ ] CHECK HERE IF THIS ADDRESS IS THE SAME AS ABOVE

___________________________________________________________
STREET ADDRESS/P.O. BOX  CITY  STATE  ZIP

___________________________________________________________
DAY TELEPHONE NUMBER  EVENING TELEPHONE NUMBER  MOBILE/CELL NUMBER  E-MAIL ADDRESS

EMERGENCY ADDRESS  [ ] CHECK HERE IF THIS ADDRESS IS THE SAME AS ABOVE

___________________________________________________________
STREET ADDRESS/P.O. BOX  CITY  STATE  ZIP

___________________________________________________________
DAY TELEPHONE NUMBER  EVENING TELEPHONE NUMBER  MOBILE/CELL NUMBER  E-MAIL ADDRESS

STUDENT’S SIGNATURE  DATE  O.S.A. ASSIST. (UPDATED SPAIDEN)  DATE

Page 1 of 2  Last Updated 4/2009
CHANGE OF INTERNATIONAL ADDRESS/TELEPHONE

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- [ ] GRADUATE (02)
- [ ] LAW (03)

**HOME CAMPUS:**
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**INTERNATIONAL / HOME COUNTRY ADDRESS [ ] CHECK HERE IF THIS ADDRESS IS THE SAME AS ABOVE**

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