

# 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](http://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

## CHANGE OF INTERNATIONAL ADDRESS/TELEPHONE

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](http://www.pace.edu).

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STUDENT ID NUMBER	LAST NAME	FIRST NAME	MIDDLE
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<b>DIVISION:</b>	<input type="checkbox"/> UNDERGRADUATE (01)	<b>HOME CAMPUS:</b>	<input type="checkbox"/> NEW YORK (1)
	<input type="checkbox"/> GRADUATE (02)		<input type="checkbox"/> PLEASANTVILLE (2)
	<input type="checkbox"/> LAW (03)		<input type="checkbox"/> WHITE PLAINS (3)

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

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STREET ADDRESS/P.O. BOX	CITY	STATE	ZIP
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DAY TELEPHONE NUMBER	EVENING TELEPHONE NUMBER	MOBILE/CELL NUMBER	E-MAIL ADDRESS
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### PERMANENT/ HOME ADDRESS CHECK HERE IF THIS ADDRESS IS THE SAME AS ABOVE

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STREET ADDRESS/P.O. BOX	CITY	STATE	ZIP
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DAY TELEPHONE NUMBER	EVENING TELEPHONE NUMBER	MOBILE/CELL NUMBER	E-MAIL ADDRESS
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### INTERNATIONAL / HOME COUNTRY ADDRESS CHECK HERE IF THIS ADDRESS IS THE SAME AS ABOVE

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STREET ADDRESS/P.O. BOX	CITY	REGION/ STATE
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COUNTRY	POSTAL CODE
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DAY TELEPHONE NUMBER	EVENING TELEPHONE NUMBER	MOBILE/CELL NUMBER	E-MAIL ADDRESS
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STUDENT'S SIGNATURE	DATE	O.S.A. ASSIST. (UPDATED SPAIDEN)	DATE
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