

Valdosta State University

ADDRESS CHANGE FORM

VSU maintains three addresses for each student.

- ❶ VSU Box ❷ Local Mailing Address ❸ Permanent Address

The type of information or documents you will be receiving from VSU determines which address is used. Please review the address types and mailing order below before making address changes. Return completed forms to the following:

- Currently Enrolled Student – Registrar’s Office
- Not Enrolled (Undergraduate) – Undergraduate Admissions Office
- Not Enrolled (Graduate) – Graduate Admissions Office

For students who have a VSU Box you must also list a Mailing Address in order to ensure you receive information during summer months, breaks, or when VSU Box is deactivated.

<u>Address Mailing Order:</u>	<u>First</u>	<u>Second</u>	<u>Third</u>
Financial Services/Bursary (Includes: Excess Checks, Disbursement and Refund Letters, Registration Fee Payment Reminders)	VSU Box	Mailing Address	Permanent
Admissions	Permanent (All Acceptance Letters)	Mailing Address (Used After Enrollment)	VSU Box
Registrar	Mailing Address	Permanent	VSU Box
Financial Aid (Includes: Award Letters, Promissory Notes, Financial Aid Status)	Mailing Address	VSU Box	Permanent

Last Name
First Name
ID Number
Phone No.

Check and Complete All Applicable Changes

Mailing Address Change To: _____

Mailing Address **DEACTIVATE:** Check this block and mail will go to Permanent Address.

VSU Box Change/Deactivation: **DO NOT USE THIS FORM (Updated through Campus Mail ONLY.)**

Permanent Address Change To: _____

Signature: _____ Date: _____

These changes affect VSU addresses only. This does not change your address with the United States Postal Service.