(PLEASE PRINT)

BSU ADDRESS AND TELEPHONE NUMBER CHANGE FORM
RETURN FORM TO: Human Resources Department (Employees) OR Registrar's Office (Students)
(If you are both an employee and a student, only one form must be completed and returned to the Human Resources Department.) [See Reverse Side for details]

Please check:	☐ Emplo	yee/Student Employee		Student	
Name:					
	Last	First		Middle	
Banner ID:	3-digit number starting w	or	Last 4 digi	ts of SSN:	
8)	3-digit number starting w	ith 0)			
Date of Birth: _	Month (mm) / Day	(dd) / Year (yyyy)	_ (for identification	purposes only)	
I certify that I am t	he above-named per	son and that all inform	ation on this form	is correct as stated.	
SIGNATURE:		Day Phone I	Number:	Date:	
ADDRESS CHA Please check <u>all</u> add		to each address change	listed (see reverse s	side for definitions):	
Check all that apply: Permanent	Street Address 1				
☐ Billing ☐ Local	Street Address 2				
Mailing Parent	Street Address 3				
	City	State	Zip Code	Country (other than United States)	
Check all that apply: Permanent	Street Address 1				
☐ Billing ☐ Local	Street Address 2				
☐ Mailing ☐ Parent	Street Address 3				
	City	State	Zip Code	Country (other than United States)	
United States immigratio changes to the Immigration	n law currently requires tha	t permanent residents, internat ce using form AR-11 within 10	ional/exchange students	NTS AND OTHER FOREIGN NATIONAL , and other foreign nationals report all addres atest version of the AR-11 form can be down	SS
			natically change a stu	dent's residency for billing purposes. A :://my.bridgew.edu/departments/fiscal/.	·
	SUMBER CHANG ne telephone type for	E each number change lis	ted (see reverse sid	le for definitions):	_
Permanent Local	☐ Cell ☐ Pager	Day Parent	Area Code	Phone Number	
Permanent Local	☐ Cell ☐ Pager	Day Parent	Area Code	Phone Number	

EMAIL CHANGE Please check only one email type for each change listed (see below	w for definitions):	
☐ Student Non-BSU ☐ Parent 1 ☐ Guardian ☐ Parent 2		
☐ Student Non-BSU ☐ Parent 1 ☐ Guardian ☐ Parent 2		
DEFINITIONS - ADDRESS TYPES:		
PERMANENT = permanent home/street address (not including	g PO Box). Every person should have this on file.	
BILLING = address where tuition bills and vendor invoices should	be sent, if different from permanent address	
LOCAL = physical off-campus address, other than permanent, who the college	ere a student/employee resides while enrolled/employed at	
MAILING = preferred mailing address for general information, inc	cluding PO Box address	
PARENT = address of primary parent/guardian		
NOTE: If you have three or more different ad	dresses please complete multiple forms	
1012. If you have timee of more unferent au	aresses, preuse comprete multiple forms.	
DEFINITIONS – TELEPHONE TYPES:		
PERMANENT = home telephone number		
CELL = cellular telephone number		
DAY = telephone number where you can be reached during the day	I	
LOCAL = student local off-campus telephone number		
PAGER = pager number		
PARENT = primary parent or guardian telephone number		
NOTE: 16 Al Al P. C A. I L.		
NOTE: If you have three or more different telepho	ne numbers, piease complete mutupie forms.	
PLEASE RETURN TO:	Controlled	
EMPLOYEES HUMAN RESOURCES DEPARTMENT	STUDENTS REGISTRAR'S OFFICE	
BOYDEN HALL, ROOM 103	BOYDEN HALL, ROOM 003	
BRIDGEWATER, MA 02325	BRIDGEWATER, MA 02325	
508-531-1725 (FAX)	508-531-6101 (FAX)	
FOR OFFICE USE ONLY		
Processed By: Human Resources Registrar's Offic	ee U Admissions G Admissions	

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