

**ADDRESS CHANGE FORM**  
**Student Administrative Services**

---

**Hamline ID or SSN:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Legal Name:** \_\_\_\_\_  
*Last First Middle (Birth/Maiden Name)*

Note: If this is a new name, you must complete an official Name Change form and provide the Student Administrative Services office with documentation of the change.

**Check appropriate box(es):**

- |   |  |
|---|--|
| <input type="checkbox"/> Undergraduate Student                        | <input type="checkbox"/> Undergraduate Alumnus – Grad yr _____ |
| <input type="checkbox"/> Graduate/CS Student                          | <input type="checkbox"/> Graduate Alumnus – Grad Yr _____      |
| <input type="checkbox"/> Law Student                                  | <input type="checkbox"/> Law Alumnus – Grad Yr _____           |
| <input type="checkbox"/> Faculty/Staff (also fill out a new W4 in HR) | <input type="checkbox"/> Other _____                           |

**New Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
\_\_\_\_\_ **Effective Date:** \_\_\_\_\_

**I want this address used for (check all that apply):**

- Mailing address - current address
- Billing address - billing statements/student accounts mailings
- Forwarding address - use only if leaving Hamline for 3 months or more
- Permanent address - parent/family/hometown address
- W2 address

**I would also like to update the address(es) for my parent(s):**

**Parent Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Parent Email:** \_\_\_\_\_

**Please Note:**

- ✓ Hamline degree-seeking and licensure students are required to use their official Hamline NetMail accounts as their preferred e-mail account
- ✓ Alumni, Continuing Studies, and Non-Degree students may continue to use alternate e-mail addresses (Yahoo, Hotmail, AOL, etc.) as their preferred accounts

**Non-Hamline Email (see above):** \_\_\_\_\_

---

**Return completed form**

- **by fax** to 651-523-2585
- **by mail** to Hamline University, Student Administrative Services, MS-A1750, 1536 Hewitt Ave, St. Paul MN 55104-1248
- **in person** to Student Administrative Services, East Hall 113 – *formerly Law & Graduate Schools Building*

Call Student Administrative Services at 651-523-3000 or 800-888-2182 with questions.