

INSTRUCTIONS FOR STUDENT INFORMATION UPDATE FORM

SOCIAL SECURITY NUMBER CHANGES

Initiation of a Social Security number change **MUST** be documented by presentation of a Social Security card to the Office of the Registrar.

NAME Changes

Initiation of a name change **MUST** be documented by presentation of one of the following: birth certificate, court order, marriage license or divorce decree. This information must be presented to the Office of the Registrar.

MAILING ADDRESS and HOME ADDRESS Changes

Mailing address is the address normally used for University mailings (refunds, summer correspondence). Home Address is defined as where a student's parent(s) or spouse reside. In many cases, the mailing address and home address will be the same. In the event that the addresses are different and the mailing address expires, mail will automatically be sent to the home address.

Complete the appropriate section(s) when your mailing address and / or home address changes. Two address lines have been provided for your convenience. Line 1 must always be completed; Line 2 is optional. City, State, and Zip Codes are required for all students.

EXPIRATION DATE – The date that the mailing address is no longer valid for University mailings. If the expiration date is unknown, leave blank.

Return Completed Form To: UPJ Registrar's Office 279 Blackington Hall Johnstown, PA 15904