

**This form can only be used by students whose last semester of attendance was Fall 2010 or earlier. If you were enrolled during the Spring 2011 semester or later, you must change your address via your HUB student center at <http://myub.buffalo.edu>.**

## #1 Student Information

Last Name:

First Name:

Person ID or Last 4 digits of  
SSN:

Please refer to  
your UB ID card

DOB:

**#2 Permanent Address:** Official/legal residence. Note: International Students (E/J Visa holders); this must be a permanent address outside the U.S. This is where your diploma will be mailed.

Street, Line 1 :

City:

Street, Line 2:

County, if NYS

Country:

State:

Zip/Postal Code:

**#3 Mailing Address:** Where mail/bills are delivered

Street, Line 1 :

City:

Street, Line 2:

County, if NYS

Country:

State:

Zip/Postal Code:

**#4 "Other" Address:**

Street, Line 1 :

City:

Street, Line 2:

County, if NYS

Country:

State:

Zip/Postal Code:

**#5 Read and sign before submitting:** Please correct my records to reflect the above change(s). I understand that if I do not receive my bill because I (1) have used a dormitory address as my Mailing address and am away on break, or (2) I have not advised the Office of the Registrar in a timely fashion regarding a change in my Mailing Address, that ***I am still responsible for paying my bill as well as any late payment fees that may occur.***

Student Signature: \_\_\_\_\_

Date:

**#6 Return completed & signed form:**

**In Person:** Registrar at 1Capen, Capen Hall, Monday through Friday, 8:30 am to 4:30 pm

**By Postal Mail:** Registrar at 1Capen, University at Buffalo, Capen Hall, Buffalo, NY 14260-0001

**Via E-Mail:** [ubregistrar@buffalo.edu](mailto:ubregistrar@buffalo.edu)

**By Fax:** 716-645-7762