

COLLEGE of CHARLESTON

OFFICE OF THE REGISTRAR

ADDRESS UPDATE FORM

- *Change Campus Box with Mail Services.*
- *If local mailing address is a PO Box, please provide a local street address in the update box.*
- *Billing is defaulted to permanent address.*
- *The Graduation address (aka: Diploma mailing address) can only be updated after you have applied to graduate. Failure to update your Graduation address prior to graduation may cause a delay in the arrival of your diploma.*

Student Name: _____ Student ID Number: _____

UPDATED ADDRESS: Permanent Billing Local Mailing Graduation

Address Apt.

City State Zip

Telephone

ADDRESS TO BE DELETED: (The address that the updated address is replacing)

Address Apt.

City State Zip

Telephone

EMERGENCY CONTACT:

Relationship: _____

Name: _____
Last First

Address Apt.

City State Zip

Telephone

Student's Signature Date / /

Revised 10/3/08

RO USE ONLY:

Processed by: _____
(Initials)

Date: _____