Local Address Change Form

Personal Information	
Purpose at NCA&TSU	☐ Student ☐ Academic Staff (Scholar, F1 OPT, etc)
What is your Immigration Status?	☐ F-1 ☐ Other ☐ J-1 _____ ☐ H1-B1
Last (Family) Name	
First (Given) Name	
Middle Name	
Date of Birth (mm/dd/yyyy)	

New Address (This must be a physical residential address and not a PO Box)	
Street Address	
Address Line 2	
City, State, Zip Code	
Telephone (including Area Code)	( ) _____- _____
Email (required)	
Effective Date of Address Change (must provide date)	
Message	

REMEMBER

- NCA&TSU Students Must complete a Change of Address through the University Registrars Office
- NCA&TSU Staff should update their address with the Payroll Office