University Housing Mail Service
CHANGE OF ADDRESS ORDER

Forwarding Change of Address Form

For Official Use Only

Date Rec'd:

__/__/__
MM/DD/YY

Date Expires:

__/__/__
MM/DD/YY

Forwarding orders are valid for 1 year unless otherwise noted below.

Instructions: Complete <u>all</u> fields marked with a ☼
Note: <u>Illegible or incomplete information may invalidate this request</u>.

☼ Print Last Name:

☼ Print First Name: | M.I.:

☼ Print Old Mailing Address:

(Example: 214B McWhorter Hall) _____
Room #, letter designation, Hall

☼ Print <u>Complete</u> New Mailing Address:

_____
House/ Building # and Street Name (include St., Ave., Rd., Ct. etc.)

_____
Apt./ Suite # or P.O. Box # or RR/HCR Box #

_____
City State Zip Code

For Puerto Rico Only: _____
If new mailing address is in Puerto Rico, print urbanization name if appropriate.

<u>Requested Start Date:</u>

☼ __/__/__
MM/DD/YY

<u>Requested End Date:</u>
For temporary orders only

__/__/__
MM/DD/YY

Note: Forwarding orders will remain in effect for 1 year unless an earlier end date is requested here.

☼ Signature:

X _____

Note: This order is valid only with an authorized signature.

☼ Date Signed:

__/__/__
MM/DD/YY

For Official Use Only: