

ADDRESS (Email or Mailing) AND/OR NAME CHANGE

Last Name _____ First _____ M.I. _____ 81 _____
 University Identification Number (UIN)

PLEASE CHANGE MY ADDRESS(ES) - COMPLETE IF APPLICABLE, SIGN BELOW

Note: Permanent mailing address cannot be updated to a campus housing address

NEW MAILING ADDRESS:

Check if graduating this term

Street _____

City _____ State _____ Zip code _____

Tel. () _____
 (Check One) Home Mobile Email

Diploma Address (If different from mailing address)

NEW EMERGENCY CONTACT:

Same as above

Name of Person to Contact in Case of Emergency - Relationship _____

Street _____

City _____ State _____ Zip Code _____

Tel. () _____
 (Check one) Home Mobile Email

PLEASE CHANGE MY NAME AS FOLLOWS: COMPLETE IF APPLICABLE, SIGN BELOW

FROM: _____
 Legal Name Last First Middle Initial

TO: _____
 Legal Name Last First Middle Initial

Reason for Change (check appropriate box(es))

- Marriage – (attach copy of marriage documentation/driver license/social security card)
- Legal Name Change - (Attach copy of court order/ driver license/social security card)
- Divorce – (Attach copy of divorce decree/ driver license/social security card)
- Other, Explain _____

NOTE: The documents indicated above must be attached to process request.

EMAIL ADDRESS:

- It is FGCU policy that the Eagle Email Address (Email Type: CAMP) be the designated Primary email address for all university communications once a student has registered.
- After student changes name with Registrar's Office, they may contact the BTS Helpdesk to have their username/email address changed.

Student's Signature is required to process this request(s) (Digital Signature not accepted)

Student's Signature _____ Date _____

Note: If employed by FGCU, Please make sure to contact Human Resources with Address/Name Changes

Form may be mailed, email or faxed with valid photo ID to:
 Office of the Registrar
 10501 FGCU Blvd. S.
 Fort Myers, FL. 33965-6565
 (239) 590-7980/Toll Free (888) 373-2040/Fax (239) 590-7983
ORR@fgcu.edu
 Rev. 02/2017

For Official Use Only:

 Entered into Banner - Initial and Date