

# ADDRESS/NAME CHANGE



## GENERAL INFORMATION

To change your address, you may log on to BannerWeb at <http://www.my.ltu.edu> and change your address online, or you may complete and submit this form.

To change your name, you can complete and submit this form, along with official documentation of your name change. Official documentation includes a marriage license or court order.

## STUDENT INFORMATION

Name \_\_\_\_\_ LTU ID# \_\_\_\_\_

Are you an international student on a student visa?  No  Yes SEVIS ID: \_\_\_\_\_

## **ADDRESS CHANGE:**

New Address:

Street \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

Type of Address:  Permanent  Mailing  International  Accounts Payable

**EMAIL INFORMATION:** additional e-mail that the university may use to contact you. Please remember, the LTU e-mail is the **OFFICIAL** method of communication and you should **ALWAYS** check your LTU e-mail. Failure to do so may result in your missing important information about deadlines or changes in policy.

Email Address \_\_\_\_\_ @ \_\_\_\_\_

## **NAME CHANGE (remember that official documentation must be submitted):**

New Name:

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

## AUTHORIZATIONS

\_\_\_\_\_  
Student Signature (authorizes the name and/or address change) \_\_\_\_\_ Date

Entered in Banner:

Staff Initials:

Entered in SEVIS:

Staff Initials: