

Please Allow 2-3 Days for processing

## ADDRESS AND PHONE NUMBER CHANGE REQUEST

Please complete this form, print, sign and return to the Office of the Registrar.

### Austin Peay State University

Office of the Registrar

P.O. Box 4448

Clarksville, TN 37044

Phone: 931-221-6238

Email: [registrar@apsu.edu](mailto:registrar@apsu.edu)

Ellington Building; Room 316

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#### NOTE

- Permanent address changes cannot be done for students who are considered out-of-state for fee paying purposes. Mailing and local addresses may be updated.
- Official University documents are sent to student's mailing address.
- You may not use a campus PO Box or resident halls for permanent or local addresses; however, Emerald Hills may be used for local address.

A Number \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

\*Are you now or have you ever been an APSU employee? YES  NO

**Note:** If you are employed by the University as a staff or faculty member, federal work study or general campus employee, you must complete your address change through Human Resources Department located in the Browning Building.

#### New Mailing Address

Street \_\_\_\_\_ Apt./Bldg. Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (including area code) \_\_\_\_\_

update all addresses including permanent address

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Revised March 3, 2022