

ADDRESS AND PHONE NUMBER CHANGE REQUEST

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

Mail: Austin Peay State University
ATT: Office of the Registrar
P.O. Box 4448
Clarksville, TN 37044

Office Use Only

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Hand Deliver: Austin Peay State University
Office of the Registrar
Ellington Building, Room 316

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 _____

Date _____

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 Local Address

Street Apt./Bldg. Number

City State Zip Code

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Phone (including area code)

New Mailing Address

Street Apt./Bldg. Number

City State Zip Code

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Phone (including area code)

****Confidentiality Records Request**

By checking this box, I am consenting to have my directory information confidential and withheld from all parties, to include vendors and potential employers who may contact the University or the National Student Clearinghouse for enrollment/degree verification.

**This block is optional.

Student Signature _____

Date _____