



Information Change Form

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It is frequently a matter of great importance for the University to be able to locate students quickly. For this reason, students are asked to file an *Information Change Form* with the Office of the University Registrar promptly upon a change of permanent address.

Relationship to University:
(Mark all that apply)

- Undergraduate – Traditional
- Graduate – Traditional
- Doctorate - Traditional
- Alumnus
- Previous Student
- Other _____
- Undergraduate - OPS
- Graduate - OPS
- Doctorate - OPS
- Student Employee

Information Changed:
(Mark all that apply)

- Name Change (*requires copy of marriage license or other legal documentation*)
- Address/Phone Change
- Other: _____

Personal Information:

Have you applied for graduation: Yes No

Student ID or Social Security #: _____

Last Name: _____ First Name: _____ Middle _____

Marital Status: _____ Previous Name (s): _____ Date of Birth: _____

Permanent Address (*forwarding address when not currently attending classes*):

Street: _____ City: _____ State: _____ Zip: _____

E-mail _____ Home Phone: (____) _____ Cell Phone: (____) _____

Note: Current students are required to keep their lancermail@calbaptist.edu as their primary e-mail. To use your campus box as your permanent address you must be an independent student as defined by financial aid regulations AND live on campus 12 months of the year. An **independent student** is defined by the following criteria: 1.) 24 years of age (by Dec. 31 of the award year) or older, 2.) an orphan or ward of the court (must provide legal documentation for verification), 3.) a veteran of the Armed Forces, 4.) a graduate or professional student (bachelor's degree has posted), 5.) married, or 6.) have legal dependents other than a spouse.

Emergency Contacts:

Current students and CBU employees may update emergency contacts at any time on the **Emergency Contact form** on the InsideCBU "Life@CBU" tab.

Student Signature: _____ **Date:** _____

This form is used only for the purpose of keeping functional offices at California Baptist University up to date on address information. It is the student's responsibility to inform outside agencies of address and telephone number changes.

cc: VA Official Graduation Database IT Help Desk HR