



Office of Enrollment Services NAME AND ADDRESS CHANGE FORM

GENERAL INFORMATION

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

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 _____ ID _____

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

ADDRESS CHANGE:

New Address _____

Type of Address Permanent Mailing International Accounts Payable

New Phone Number _____

E-MAIL 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.

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

New Name _____

AUTHORIZATIONS

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

OFFICE USE ONLY:	Entered:	Staff Signature:
INTERNATIONAL STUDENT OFFICE:	Entered in SEVIS:	Staff Signature: