ADDRESS / TELEPHONE CHANGE FORM

Registration and Records Office
Mike Loya Academic Services
Building, Room 107

UTEP ID 8

Name

Last | First | M.I.

Address & related telephone number

☐ - Mailing * ☐ - Permanent** ☐ - Diploma Mailing Address

Telephone number only

☐ - Mailing ☐ - Permanent ☐ - Cell

***University correspondence will be sent to the current mailing address on file with the Registration/Records Office. The Office of the Registrar does *not* send mail to international addresses.**

****International students: Please update permanent address with the International Programs Office.**

Completing this form will not update your information with Accounts Payable, Alumni Services, or Parking. See those offices to update your information.

Street Address (ENTER ONE CHARACTER PER BOX)

City **State** **Zip** **Country**

Telephone Number

Mailing	( )	**International code**	**Country Code**	**City Code**
Permanent	( )	**International code**	**Country Code**	**City Code**
Cell	( )	**International code**	**Country Code**	**City Code**

Student's signature _____ **Date signed** _____

Collection of Personal Information Notice

With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

R&R (REV. 2/18) UTEPSoC (all)	Date Processed:	Processed by