



Office of the Registrar  
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# Change of Address

*Please note this form should be used when updating your Permanent Address and your Alternate Email Address. You can make changes to your mailing address online through your MyHeliotrope account.*

Please update my:  Permanent Address  Alternate Email Address

Name: \_\_\_\_\_ ID# P \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Cell No. \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Alternate Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you are changing your residency to New York State from out-of-state, you must complete an Application for New York Residency before you would be eligible for in-state tuition rates. Applications are available from the Registrar's Office.*