

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

Effective Term: \_\_\_\_\_

**Hollins University**  
**Change In Student Address Form**

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_ Student ID: \_\_\_\_\_

Circle appropriate student classification:    Undergraduate    Graduate

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**Please mark address(es) to be changed:**

- Home/Permanent Address\*       Parent Address (if different from Home Address)       Other Parent Address
- Billing Address (if different from Home Address)       Temporary (non-permanent) Address\*\*       Hollins P.O. Box\*
- Personnel Address       Other Address\*\*\* (please describe) \_\_\_\_\_

	<b>FROM</b>	<b>TO</b>
Street Line 1	_____	_____
Street Line 2	_____	_____
Street Line 3	_____	_____
City	_____	_____
State	_____	_____
Zip Code	_____	_____
Nation	_____	_____
Phone	_____	_____

**\*A Hollins Post Office Box CANNOT be used as a Home/Permanent Address.**  
**\*\*Undergraduate students wishing to live off-campus during the academic year MUST get approval from the Dean of Students.**  
**\*\*\*Any change to on-campus (residence hall) housing MUST be made through Housing and Residence Life in Student Affairs.**

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**copy to:**

- \_\_\_\_\_ Academic Services
- \_\_\_\_\_ Business Office
- \_\_\_\_\_ Financial Aid
- \_\_\_\_\_ Human Resources
- \_\_\_\_\_ Registrar
- \_\_\_\_\_ Residence Life Office
- \_\_\_\_\_ Student Affairs

**optional copy to:**

- \_\_\_\_\_ Admissions
- \_\_\_\_\_ Horizon Office
- \_\_\_\_\_ Advisor
- \_\_\_\_\_ Graduate Studies
- \_\_\_\_\_ Abroad / International Programs
- \_\_\_\_\_ Telephone Coordinator
- \_\_\_\_\_ Other

Action taken: \_\_\_\_\_

Originator: \_\_\_\_\_