

# Address/Phone/E-mail Change Request



**Office of the Registrar**  
UNIVERSITY OF DENVER

Students must maintain accurate address and location information with the University. DU can maintain multiple addresses, telephone numbers and e-mail addresses for constituents. Please see important instructions on the back of this form.

|          |  |            |  |
|----------|--|------------|--|
| DU ID #: |  | Full Name: |  |
|----------|--|------------|--|

**Addresses:**

|                          |   |                 |  |
|--------------------------|---|-----------------|--|
| <input type="checkbox"/> | Please update my <b>Mailing</b> Address as follows: | Effective Date: |  |
| Address:                 |   |                 |  |
| City:                    |   | State:          |  |
| Zip Code:                |   | Country:        |  |

|                          |   |  |   |  |  |
|--------------------------|---|--|---|--|--|
| <input type="checkbox"/> | Please update my other address as follows:                            | Effective From   |   | To:  |  |
| Type:                    | <input type="checkbox"/> Business<br><input type="checkbox"/> Parents | <input type="checkbox"/> Grades<br><input type="checkbox"/> Seasonal | <input type="checkbox"/> Home<br><input type="checkbox"/> | <input type="checkbox"/> Physical (when not Mailing)<br><input type="checkbox"/> Make this my <i>preferred</i> address |  |
| Address:                 |   |  |   |  |  |
| City:                    |   | State:   |   |  |  |
| Zip Code:                |   | Country:   |   |  |  |

**Telephone Numbers** (types – business, cell, fax, home, local)

| Action  | Type | International Country/City | U.S. Area | Number | Unlisted                 |
|---|------|----------------------------|-----------|--------|--------------------------|
| <input type="checkbox"/> New<br><input type="checkbox"/> Delete |      |                            |           |        | <input type="checkbox"/> |
| <input type="checkbox"/> New<br><input type="checkbox"/> Delete |      |                            |           |        | <input type="checkbox"/> |
| <input type="checkbox"/> New<br><input type="checkbox"/> Delete |      |                            |           |        | <input type="checkbox"/> |

**E-mail Addresses** – check to make unlisted. See reverse

|   | Type              | E-mail address | Unlisted                 |
|---|-------------------|----------------|--------------------------|
| <input type="checkbox"/> New<br><input type="checkbox"/> Delete | Personal (alumni) |                | <input type="checkbox"/> |
| <input type="checkbox"/> New<br><input type="checkbox"/> Delete | Business (alumni) |                | <input type="checkbox"/> |

## Address/Phone/E-mail Change Request Instructions

### Addresses

DU is required to maintain accurate address and physical location information for students.

Most people will have only one or two addresses in the DU system. "Mailing" is the default address that we use for most purposes. The other address types listed below may be entered if you have different addresses you wish us to use for different purposes. Alumni may select any address type as preferred for correspondence.

Mailing. This is the default address used by DU. All constituents should have a correct Mailing address.

Billing. Used only if you wish your tuition bill to be sent to a different address from your Mailing address.

Business. Business address is your place of work. For DU employees, this will be your office address.

Grades. If you have requested grades to be mailed and wish them to be sent to a different address than Mailing, enter that address.

Home. Home address is used to distinguish a permanent (family) address for students from out of the area, or a home address for alumni. **International students and employees (visa classes F, M and J) must maintain a valid foreign address in this field.**

On-Campus. On-Campus address is used only for University housing addresses. It is populated automatically each term.

Parents. DU can maintain up to two addresses for parents.

Physical. Students' physical address or location when different from mailing address.

Seasonal. Seasonal address may be used to override your permanent mailing address for certain times each year, e.g., for a summer house.

Temporary. Temporary address may be used to override your permanent mailing address for a single, specified period.

### Telephone Numbers

DU can maintain several different telephone numbers: permanent home, business, cell, fax, and local (if different from your permanent home). Indicate the type and whether you are adding or deleting on the front of this form. If you check "unlisted," your telephone number will only be released to University officials.

### E-Mail Addresses

University of Denver students and employees are provided with free DU e-mail accounts. The email address you have been assigned will be used by the University to contact you with official University communications. If you prefer to use another e-mail account, you are responsible for setting your DU e-mail account to forward to your preferred e-mail account. For information on forwarding your e-mail, visit our web page for your computer account information at:

<http://www.du.edu/uts/helpdesk/docs/account/index.html>

Follow the instructions and link to set up your account and change your password. From this page, you may perform a number of functions, including forwarding your DU e-mail. Click on the "Set Forward" link:

If you check "unlisted," your e-mail address will only be released to University officials.

### Miscellaneous Information

Most address information can be updated online. Go to <https://myweb.du.edu/>.

If you are a student, submit this form to Office of the Registrar, University of Denver, 2197 S. University Blvd., Denver, CO 80208. Fax 303.871.4300.

If you are an employee, submit this form to Human Resources, University of Denver, 2020 E. Evans Avenue, Denver, CO 80208. Fax 303.871.3656.

If you are an alum', submit this form to Office of Alumni & Parent Relations, University of Denver, 2190 E. Asbury Ave., Denver, CO 80208. Fax 303.871.2448.

For additional information about this form, contact the Office of the Registrar at 303.871.2284.