



Change of Address Instructions & Form

Your official University address information is stored in the files administered by Student Academic Records and Financial Services. Here are the addresses collected from you at the time you first enroll:

- **Permanent Address** - all bills and other official notices are sent to this address
- **Local Address** - contains residence hall addresses or a nearby address you provide so that instructors, advisors, and other campus officials can reach you while you are here. Often, this is the same as the Permanent Address you have provided.
- **Parent Address** - undergraduate students are asked to provide this address; it is used by various campus agencies to communicate or solicit
- **Emergency Notification** - all students are asked to provide the name and address/phone information of a person to be contacted on your behalf in an emergency situation
- **Diploma Address** – the address where your University diploma will be mailed

YOU CAN ALSO UPDATE YOUR ADDRESS ON [MyUB](#)

1. You may change any of these addresses at any time you wish by contacting Student Response Center in person or by mail. University policy requires you to maintain current address information. And you are assessed penalty fees if your student bill is returned because you did not change your address.
2. Return or mail completed *Change of Address Form* to the Student Response Center, 232 Capen, Buffalo, NY 14260, Monday - Friday, 8:30 - 5:00 p.m. If you have questions regarding this form, call (716) 645-2450 or toll free at 1-866-838-7257.

Release Of Student Information

Unless otherwise notified in writing, the University has your permission to release the following directory information upon request: your name, current address, telephone number, e-mail address, major field of study, dates of attendance, and degrees and awards received. The University will also publish your name, major field of study, and e-mail address on its Internet-accessible directory.

If you want to reverse your directory information release decision, please notify the Student Response Center, 232 Capen Hall in person or in writing. You will need to complete a Request for Non-Release of Directory Information Form and take it or mail it to the Student Response Center, 232 Capen Hall. You may do this at any time and as many times as necessary. However, it is important that you consider very carefully the consequences of a decision to withhold "directory information". Should you elect to not authorize release, any and all future requests for contact information from UB persons (on non-essential matters) and from non-institutional persons and organizations (such as scholarship organizations; prospective employers) will be denied.

You should be aware that – even if you decide to prevent release of your directory information – information **will** be shared within the University for educational and administrative purposes.

For a complete statement of your rights under the Family Educational Rights and Privacy Act (FERPA), see **Article 8** (Administrative Regulations) of [the University's Student Conduct Rules, University Standards, and Administrative Regulations](#).



Part 1.

Last Name | First Name |

 Person Number (refer to your UB ID card) |

Part 2. Permanent Address (Billing address)

Street | City |

 County (if State is NY) | State | Zip Code |

 Country (if not USA) | Phone: | () |

Part 3. Local Address (if different than Permanent Address)

Street | City |

 County (if State is NY) | State | Zip Code |

 Country (if not USA) | Phone: | () |

Part 4. Parent Address

Street | City |

 County (if State is NY) | State | Zip Code |

 Country (if not USA) | Phone: | () |

Part 5. Emergency Contact Notification

Last Name | First Name |

 Street | City |

 County (if State is NY) | State | Zip Code |

 Country (if not USA) | Phone: | () |

Part 6. Diploma Address

Street | City |

 County (if State is NY) | State | Zip Code |

 Country (if not USA) | Phone: | () |

Part 7. Please correct my records to reflect the above change(s). I understand that if I do not receive my bill because (1) I have used my dormitory address as my permanent address and am away on a school break, or (2) I have not advised the Student Response Center in a timely fashion regarding any change in my permanent address, *I am responsible for paying my bill as well as an late payment that may result.*

Signature of Student: _____ Date: _____

Part 8. FAX, return, or mail, completed Change of Address Form to: Student Response Center, 232 Capen Hall, North Campus
 University at Buffalo, Buffalo, NY 14260