



TRINITY UNIVERSITY  
 One Trinity Place  
 San Antonio, Texas 78212-7200

OFFICE OF THE REGISTRAR  
 Phone: 210-999-7201 Fax: 210-999-7202  
 E-Mail: ROFFICE@TRINITY.edu

**ADDRESS CHANGE REQUEST**

STUDENT NAME: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_  
 PRINT Last First Middle

NEW HOME ADDRESS (Note: A campus box is not a valid home address):

STREET: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 CITY/ST: \_\_\_\_\_ (\_\_\_\_\_) - \_\_\_\_\_  
 ZIP+4

NEW LOCAL ADDRESS:

STREET: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 CITY/ST: \_\_\_\_\_ (\_\_\_\_\_) - \_\_\_\_\_  
 ZIP+4

**NEW EMERGENCY NAME  
 (Normally Parent(s) or Spouse)**

NAME: \_\_\_\_\_ TELEPHONE: (\_\_\_\_\_) - \_\_\_\_\_  
 Last First

RELATIONSHIP:  Parents  Father  Guardian  
 Mother  Spouse  Other

**PREFERRED PERMANENT MAILING ADDRESS  
 (Normally the Home Address for Undergraduates)**

{CHECK ONE CHOICE ONLY}

LOCAL ADDRESS  HOME ADDRESS

In compliance with the Family Educational Rights & Privacy Act of 1974, Federal Law 93-380, as amended, information classified as "Directory Information" may be released to the general public without the consent of the student. Directory information includes: student name, local and permanent addresses, telephone numbers, campus electronic mail address, date of birth, place of birth, photograph, major(s), dates of attendance, previous educational institutions attended, degrees and awards received, and height and weight of athletes.

A student may request in writing that all directory information be withheld from the public. This option may be exercised by filing a written request at the Office of the Registrar. The request will remain in effect until revoked or until the student ceases to be enrolled or becomes deceased. The student's name, addresses, telephone numbers, and E-mail address may be published in the **Faculty, Staff & Student Directory** if the Registrar has not received a request to withhold the information within the first 5 class days of the fall semester. If no request is filed, information may be released upon inquiry.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_