

Lincoln University

Oakland, California



Instructions for Change of Address Form

What is the Purpose of the form?

- This form is required for changing in address that students are required to report their current/present local address.
- According to the United States Department of Homeland and Security (DHS) regulations, all international students must report a change of address within 10 days of such change.

How is the Form Used?

Students must

- Fill out the change of address form
- Have instructions from registrar office fill out current and previous address
- Specify the tenure of stay if the current address is temporary
- Submit the form to Registrar Office.

Note

1. Its free of cost
2. Probably the address will be updated in 2-3 working days in records
3. Students can check with the registrar office, whether it is updated or not.

Instructions

Part I: Student Information Table:

- Put the accurate student ID number
- Put the accurate last, first and middle names
- Put the accurate telephone number and e-mail address
- Put the accurate date of birth in MM/DD/YYYY format
- Put the country of citizenship

Part II: Complete Information of Current and Previous Address/(es):

- Put the accurate street number and name
- Put the accurate apartment number
- Put the accurate name of city and state with zip code

Put your signature in the “Student’s Signature” field.

Put the date as on that day you are submitting.

Please note that any incomplete forms will not be processed. Students should make sure to provide all the required information.