CHANGE OF ADDRESS OR TELEPHONE NUMBER
(only one address per form)

myGate Number: M___ ___ ___ ___ ___ ___ ___ ___ Birthdate: ___/___/______
(required)

Last Name: ____________________ First Name: ________________

MY CURRENT ROLES AT MSU INCLUDE:
(check all that apply)

____Student  ____Student Employee  ____Employee  ____Vendor

ADDRESS CHANGE:

Street Address: ________________________________

PO Box Number: ________________

City: ________________________________ Zip Code: ________________

State: ________

Effective Date(s) of Change:

From: ___/___/______ (mm/dd/yyyy)

To: ___/___/______ (mm/dd/yyyy)

USE ADDRESS SHOWN ABOVE FOR:
(check all that apply; explanations for codes shown below)

____AP Accounts Payable  ____MA Off Campus Mailing  ____RE Special Refunds  ____DP Diploma

____BI Billing  ____PR Permanent  ____SV International Permanent Address

TELEPHONE NUMBER CHANGE:

Telephone Number Cell Phone Number (if different than number to the left)

(include area code) (include area code)

Effective Date(s) of Change:

From: ___/___/______ (mm/dd/yyyy)

To: ___/___/______ (mm/dd/yyyy)

USE TELEPHONE NUMBER SHOWN ABOVE FOR:
(check all that apply; explanations for codes shown below)

____AP Accounts Payable  ____MA Off Campus Mailing  ____RE Special Refunds  ____DP Diploma

____BI Billing  ____PR Permanent  ____SV International Permanent Address

_________________________________________________ ___________

Signature Date

Code Description Explanation

AP Accounts Payable For re-imbursements & travel vouchers. Used if different than PR.

BI Billing Alternate for student billing. For mailing invoices and statements. Used if different than PR.

DP Diploma Address where diploma will be mailed. Used if different than PR.

MA Off Campus Mailing Off-campus address, for students, faculty, and staff. Used if different than PR.

PR Permanent Permanent address for students, faculty, and staff. W2s are mailed to this address.

RE Special Refunds Where student refunds are mailed. Used if different than PR.

SV International Permanent Address Used only for Foreign addresses for international Students.

FOR OFFICE USE ONLY Route:

Human Resources _____ Registrar: _____ SFA _____ Proc Svcs _____