

# CHANGE OF ADDRESS OR TELEPHONE NUMBER

(only one address per form)

myGate Number: M \_\_\_\_\_  
(required)

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

### MY CURRENT ROLES AT MSU INCLUDE:

(check all that apply)

Student

Student Employee

Employee

Vendor

### ADDRESS CHANGE:

Street Address: \_\_\_\_\_

Effective Date(s) of Change:  
(if permanent change leave "To" field blank)

PO Box Number: \_\_\_\_\_

City: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm/dd/yyyy)

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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) Effective Date(s) of Change:  
(if permanent change leave "To" field blank)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
(include area code)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
(include area code)

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 employee 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 \_\_\_\_\_