

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 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 _____