



CHANGE OF ADDRESS/PHONE NUMBER FORM

Directions: Printing clearly, use this form to change or update your address/phone number on record.

Name _____ UH # or Username _____
(LAST, FIRST, MIDDLE OR MIDDLE INITIAL)

I am requesting the following checked item(s) to be updated: (If your mailing address is different from your physical location address, please provide your physical location address.)

NEW PERMANENT MAILING ADDRESS

STREET NUMBER CITY/PROVINCE STATE/COUNTRY ZIP/POSTAL CODE
NEW CURRENT MAILING ADDRESS

STREET NUMBER CITY/PROVINCE STATE/COUNTRY ZIP/POSTAL CODE
NEW PHYSICAL LOCATION ADDRESS

STREET NUMBER CITY/PROVINCE STATE/COUNTRY ZIP/POSTAL CODE

NEW PHONE NUMBER: () _____ Cell Home Work
NEW PHONE NUMBER: () _____ Cell Home Work

Are you an international student? YES NO

Note: Students on F-1 and J-1 visas are required to notify the International Student Services office at your home campus within 10 days whenever your address changes.

Please indicate your home campus by checking the appropriate box. After signing below, submit the completed form to your home campus.

Home Campus	Contact Information	Fax
University of Hawai'i at Mānoa	Office of the Registrar, QLC, 2600 Campus Road, Room 001 Honolulu, HI 96822	808-956-7830
University of Hawai'i at Hilo	Office of the Registrar, 200 W. Kāwili St., Hilo, HI 96720-4091	808-932-7448
University of Hawai'i West O'ahu	Secure File upload: Select Records Department http://westoahu.hawaii.edu/it/securefiletransfer	
Hawai'i Community College	Secure File upload: https://www.hawaii.edu/filedrop Add recipient: hawccar@hawaii.edu	808-934-2711
Honolulu Community College	Admissions Office, 874 Dillingham Blvd., Building 6, 1st Floor Honolulu, HI 96817	808-847-9872
Kapi'olani Community College	Secure File upload: https://www.hawaii.edu/filedrop Add recipient: kapinfo@hawaii.edu	808-734-9896
Kaua'i Community College	Admissions & Records Office, One Stop Center 101 3-1901 Kaunualii Highway, Lihue, HI 96766	808-245-0102
Leeward Community College	Admissions & Records Office, 96-045 Ala Ike, Pearl City HI 96782 OR Secure File upload: https://www.hawaii.edu/filedrop Add recipient: lccar@hawaii.edu	808-454-8804
UH Maui College	310 W. Ka'ahumanu Avenue Kahului, HI 96732-1617	808-984-3872
Windward Community College	Admissions & Records Office, Hale Alakai, Room 112 45-720 Kea'ahala Rd. Kāne'ohe, Hawai'i 96744	Call 808-235-7432 before faxing

I certify that I am the above listed person and I authorize the Records office to reflect the changes requested above.

Student's Signature:

Date: