UAFS
University of Arkansas - Fort Smith

STUDENT NAME/ADDRESS/PHONE NUMBER UPDATE

Please complete and return this form:

- in person at Records Office, second floor of the Smith-Pendergraft Campus Center, Mon.-Thur. 8:00-6:00 and Fri. 9:00-5:00
- by fax at (479) 424-6230
- by mail at University of Arkansas - Fort Smith, Attn: Records Office, PO Box 3649, Fort Smith, AR 72913-3649
- by e-mail through My UAFS at *records@uafs.edu*

Are you employed at UA Fort Smith (staff, faculty, student worker)?

☐ Yes ☐ No

IF YOU ANSWERED 'YES', YOU MUST GO TO HUMAN RESOURCES FOR ADDRESS CHANGE.

IDN _____ Date _____

Name on record (Print) _____

SIGNATURE (Required) _____

NAME CHANGE

_____

Last First Middle

Copy of court-ordered name change or Social Security Card required as documentation.

MAILING ADDRESS CHANGE

RESIDENCY CHANGE FOR TUITION PURPOSES REQUIRES PROPER DOCUMENTATION
(e.g., driver's license, lease agreement, utility bill)

New Mailing Address _____

City/State/Zip_____

PHONE NUMBER CHANGE including area code

☐ **Home:** _____ ☐ **Cell:** _____

RECORDS OFFICE: Date _____ Initials _____