

UNIVERSITY OF THE SCIENCES IN PHILADELPHIA

REGISTRAR'S OFFICE

CHANGE OF STUDENT INFORMATION

This form must be SIGNED by the student. Please print information legibly.
USP employees should NOT use this form. Please contact Human Resources.

NAME: _____ DATE: _____

USP ID # or Social Security # _____

CHECK THE APPROPRIATE BOX(es):

- LOCAL ADDRESS - used as temporary residence while attending university - (bills, grades, etc. are NOT mailed to this address)
PERMANENT ADDRESS - home address - this is the address where all official mail such as bills and grades are sent. NOTE: Residence Halls are considered University property and therefore CANNOT be used as a Permanent (Home) address

FROM: _____ TO: _____

TELEPHONE: (____) _____ TELEPHONE: (____) _____
CELLULAR PHONE: (____) _____

- NAME CHANGE* (A name change will also cause a change in USP email address and network, Angel and Web Advisor logins. This process will occur over a period of one week. Check Web Advisor for new login.)
SOCIAL SECURITY NUMBER CHANGE*

*Supporting Government-issued Documentation Required (e.g., copy of social security card, marriage license, court order, INS decree, passport, etc.)

FROM: _____ (PRINT CLEARLY) TO: _____ (PRINT CLEARLY)

Submit completed form to the USP Registrar's Office: Whitecar Hall Suite 1100 or fax to 215-596-8819
(Please note: Documents on safety paper do not fax legibly, please mail or submit in person)

Signature of Student _____ Date: _____

FOR REGISTRAR'S OFFICE USE
Date of Change: _____
Initials _____