



Office of the Registrar

**Request For Change of Address and/or Phone Number**

**FOR CURRENT AND FORMER STUDENTS**

**\*\*\*PRINT ALL INFORMATION COMPLETELY AND LEGIBLY\*\*\***

Return this completed form to the  
Office of the Registrar, Potter Hall, 2nd Floor, or email, fax to address/fax listed at the bottom of this form.

Full Name: \_\_\_\_\_  
First Name Middle Initial/Name Last Name  
Maiden/or Other Name WKU ID: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you currently employed at WKU? ☐ Yes ☐ No  
If yes, request your address change in Human Resources, Wetherby G25.

I am making a change to the following address(es):

➡ **New Mailing/  
Permanent Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip ( ) Phone Number

➡ **New Local Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip ( ) Phone Number

➡ **New Billing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip ( ) Phone Number

➡ **New Diploma Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip ( ) Phone Number

Note: Changing one's address from out-of-state to a Kentucky address does not change residency for fee assessment purposes.

➡ **Signature Required:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Questions regarding address/phone changes may be directed to [registrar@wku.edu](mailto:registrar@wku.edu). Revised: December 2024