



**Office of the  
University Registrar**  
25 University Avenue, West Chester, PA 19383  
Ph: 610-436-3541 Fx: 610-436-2370  
[www.wcupa.edu/registrar](http://www.wcupa.edu/registrar)

WCU ID#

Please provide your WCU ID#. If you do not know it then put your SSN below.

Soc Sec #:        -        -

## CHANGE OF BIO/DEMO INFORMATION

### Name/address/other biographical changes

*Instructions:* Fill in only information that is being changed. Local Addresses can be changed on the MyWCU portal. If you do not have a WCU ID#, please indicate your SSN so we may access the correct record. **YOU MUST SIGN THE BOTTOM OF THIS FORM OR CHANGES WILL NOT BE MADE.**

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Currently enrolled?  Y  N If not currently enrolled, indicate dates of attendance \_\_\_\_\_

Please indicate:  Undergraduate  Graduate  Both

### BIOGRAPHICAL CHANGES

To change any of this information, a legal document such as a marriage license, new driver's license, birth certificate etc. is **required**.

Previous Name: \_\_\_\_\_

New Name : \_\_\_\_\_

Please indicate:  Mr.  Mrs.  Ms.

### ADDRESS CHANGES

**PLEASE NOTE:** Your Residency status changes when your address changes from in-state to out-of-state. However, changing the address from out-of-state to in-state does not establish Residency. Residency applications are available at the Registrar's Office and on the website.

**Mailing/Permanent Address:** All of your WCU mail will be sent to this address, including bills. This cannot be an on-campus address.

Street: \_\_\_\_\_ Apt.# \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

**Local Address:** This may be the same as your mailing/permanent home address.

Street: \_\_\_\_\_ Apt.# \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Cell Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

**Student's signature/Date (required):** \_\_\_\_\_

**Office Use Only**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_