



## 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
<input type="checkbox"/> University of Hawai'i at Mānoa	Office of the Registrar, QLC, 2600 Campus Road, Room 001 Honolulu, HI 96822	808-956-7830
<input type="checkbox"/> University of Hawai'i at Hilo	Office of the Registrar, 200 W. Kāwili St., Hilo, HI 96720-4091	808-932-7448
<input type="checkbox"/> University of Hawai'i West O'ahu	Secure File upload: Select Records Department <a href="http://westoahu.hawaii.edu/it/securefiletransfer">http://westoahu.hawaii.edu/it/securefiletransfer</a>	
<input type="checkbox"/> Hawai'i Community College	Secure File upload: <a href="https://www.hawaii.edu/filedrop">https://www.hawaii.edu/filedrop</a> Add recipient: <a href="mailto:hawccar@hawaii.edu">hawccar@hawaii.edu</a>	808-934-2711
<input type="checkbox"/> Honolulu Community College	Admissions Office, 874 Dillingham Blvd., Building 6, 1st Floor Honolulu, HI 96817	808-847-9872
<input type="checkbox"/> Kapi'olani Community College	Secure File upload: <a href="https://www.hawaii.edu/filedrop">https://www.hawaii.edu/filedrop</a> Add recipient: <a href="mailto:kapinfo@hawaii.edu">kapinfo@hawaii.edu</a>	808-734-9896
<input type="checkbox"/> Kaua'i Community College	Admissions & Records Office, One Stop Center 101 3-1901 Kaunualii Highway, Lihue, HI 96766	808-245-0102
<input type="checkbox"/> Leeward Community College	Admissions & Records Office, 96-045 Ala Ike, Pearl City HI 96782 OR Secure File upload: <a href="https://www.hawaii.edu/filedrop">https://www.hawaii.edu/filedrop</a> Add recipient: <a href="mailto:lccar@hawaii.edu">lccar@hawaii.edu</a>	808-454-8804
<input type="checkbox"/> UH Maui College	310 W. Ka'ahumanu Avenue Kahului, HI 96732-1617	808-984-3872
<input type="checkbox"/> 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: \_\_\_\_\_