



# STEPHEN F. AUSTIN STATE UNIVERSITY

## Office of the Registrar

P.O. Box 13050, SFA Station • Nacogdoches, TX 75962-3050

Phone: (936) 468-1370 • Fax: (936) 468-6651 • Email: registrar@sfasu.edu

## ADDRESS CHANGE FORM

Please fill out a separate form for each address change. Please return completed forms to the Registrar's Office. Notarization is required when faxing, mailing, or emailing.

Mark only ONE option that applies to this address:

- Mailing (not SFA Box)    
 Permanent    
 Emergency Contact    
 Phone or Email Only

Printed Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Last                      First                      Middle

Street/P.O. Box/Apartment Number

Town/City                      State                      Zip Code                      Country

(                      )

Phone Number

Email Address

If updating Emergency Contact, list name and relation here: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENTS:** If you are updating your address for refund purposes, you must also log on to [sfacard.vibeaccount.com](http://sfacard.vibeaccount.com) and update your address there. If you need to close your campus P.O. Box, cancel it on your mySFA's "Campus Life" tab.

**EMPLOYEES:** If you are currently employed or have been employed by SFASU, you must also contact the payroll office to change your address.

**\*IF THIS FORM IS COMPLETED OUTSIDE OF THE SFA REGISTRAR'S OFFICE, IT MUST BE NOTARIZED.\***

State of Texas  
County of \_\_\_\_\_

Before me, a notary public, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

Notary Seal:

\_\_\_\_\_  
Notary Public's Signature