

COLLEGE OF LAW REGISTRAR

University of Cincinnati

Instructions for Completing Change of Address Form

You may print out a blank form in PDF format and complete it manually or you may complete the text fields of the PDF form using Adobe® Acrobat® Reader.

If you choose to print out a blank form, please *print* all required information, *sign* the form and mail it to the address listed below.

To fill out the text fields of the PDF form using Adobe® Acrobat® Reader, take the following steps: select the Hand Tool, then place the cursor over a text field and click the mouse button. When you click, a blinking I-beam cursor will appear, indicating text can be added by typing on your keyboard. To navigate to the next field for more text entry, you can either click in the next field or tab to the next field.

When you have completed entering information in all the text fields, you should save the filled-out PDF form under a new name so that you can reuse the original form in the event an error was made. Then print the completed PDF form, *sign* it and mail the completed form to the address listed below.

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PO Box 210040
Cincinnati, OH 45221-0040

v: 513-556-0070 f: 513-556-2391 e: charlene.carpenter@uc.edu

CHANGE OF ADDRESS

NAME:

(LAST)

(FIRST)

(MIDDLE)

NEW ADDRESS :

Street:

City, State, Zip:

Phone Number:

OLD ADDRESS :

Street:

City, State, Zip:

Phone Number:

SIGNATURE:

SOCIAL SECURITY NUMBER:

DATE: