



Butler University

Address/Phone/Gender/Name Change Form

SUBMISSION INSTRUCTIONS

Students: Submit your form to Registration and Records. **Faculty and staff:** Submit your form to Human Resources.

University ID Number: _____ Name: _____

Affiliation with the University (Mark all that apply): Student Faculty Staff

NAME CHANGE

Change affects Primary/Legal name. Degree name is the one listed on your diploma and in Commencement Program. Log into your Student Center to change Degree name. **Effective Date:** _____

Prior Name (last, first, middle): _____

New Name (last, first, middle): _____

Effective Date: _____

GENDER CHANGE

Prior Gender: Male Female Other
New Gender: Male Female Other

Effective Date: _____

ADDRESS AND TELEPHONE CHANGE Home: Your permanent address.

Address line 1: _____

Address line 2: _____

City: _____ State: _____ Zip Code: _____

Phone: () - _____

Current: This address is intended to be used as your on campus, Study Abroad, or local if different from your home address.

Address line 1: _____

Address line 2: _____

City: _____ State: _____ Zip Code: _____

Phone: () - _____

Billing: This is the address that your student bill and related material will be sent (only if different from the Home Address).

Address line 1: _____

Address line 2: _____

City: _____ State: _____ Zip Code: _____

Phone: () - _____

Signature: _____ **Date:** _____

Internal Use Only

Updated in the system by: _____

Date: _____