CHANGE OF ADDRESS/NAME FORM

Hornet Central
Shenandoah University
1460 University Drive
Winchester, VA 22601

Phone: 540-665-4514
Fax: 540-665-5433
Email: hornetcentral@su.edu

If Faculty/Staff, have you taken any courses at Shenandoah University? ☐ Yes ☐ No
**Faculty/Staff legal home address and/or name change must be processed in Human Resources**

OLD/REMOVE INFORMATION

Name (F,M,L)__________________________________________ Phone:( )________________________

Address:________________________________________________________

City:__________________________ State:______ Zip Code:____________ County:____________

NEW/ADD INFORMATION

Name (F,M,L)__________________________________________ Phone:( )________________________

Address:________________________________________________________

City:__________________________ State:______ Zip Code:____________ County:____________

Please Check ALL that Apply:
☐ Legal Home Permanent Address Change (LHP) ☐ Other Names Used: _______________________
☐ Local Address Change (LOC) ☐ Change in Marital Status to: S M D
☐ Billing Address Change (INV) Preferred Mailing Address? ☐ YES ☐ NO
Other Names Used: _______________________
Preferred Residence? ☐ YES ☐ NO

This change cannot be processed unless the following information is complete. For name change requests, please include a copy of your updated driver’s license, marriage license/certificate or divorce decree. If you are changing your permanent address from an out-of-state address to a Virginia address, you must provide documentation verifying legal in-state residence, such as a copy of your valid Virginia driver’s license.

Thank You.

Signature:__________________________________________ Date:_____________________

ID#:_____________________________________________________

Hornet Central Use ONLY
Information entered and verified

By (Initials): _______________________

Date: ________________________

Updated 12/11/14 - NSG