



THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Office of University Registrar

CHANGE OF ADDRESS REQUEST FOR STUDENTS ONLY

Form Must Be Completely Filled Out To Be Valid

Please Print:

Date: Social Security or Student ID:

Name Last First Middle/Maiden Name

Are you currently enrolled? Yes No

Are you an employee (not student worker)? Yes No

Student Signature

\*\*Please Note: The State College Board of Mississippi requires that all students having an out-of-state address must be considered an out-of-state resident for tuition purposes.

ACADEMIC COMMON MARKET RECIPIENTS: YOU MUST CONTACT GRADUATE STUDIES AT 601-266-4369 TO CHANGE YOUR HOME ADDRESS. DO NOT FILL OUT THIS FORM TO CHANGE YOUR HOME ADDRESS IF YOU ARE A COMMON MARKET RECIPIENT!

Home Address changed to: (Must Fill In Address Even If Same) (Only Pine Haven Residents can have a campus box address as their home address)

Street Address

City State Zip County

Home Telephone:

Mailing Address changed to: (Must Fill In Address Even If Same)

Street Address

City State Zip County

Diploma Address changed to: (Must Fill In Address Even If Same) (Completed only if Graduation is for current term)

Street Address

City State Zip County

## ADDRESS MAINTENANCE POLICIES

Students have the responsibility to maintain accurate biographical data (name, address, phone, email, etc.) for identification and communication of student records. Failure to do so could result in added tuition fees, improper student record identification, and lack of vital university communications.

**Address type usage** (\* denotes student access to update via S.O.A.R.)

- HOME\* – Primary address for student records and tuition calculation
- MAIL\* – Local address for student records if different from HOME address
- DEGREE – Diploma mailing address for AFTER graduation (approximately 4-6 weeks).
- CAMPUS – Campus address maintained by USM Post Office for any enrolled student
- BILL – Billing address if different from Mail or Home and maintained by Bursar's Office.
- BUSN – Business address maintained by Alumni
- DORM – Residence Life dorm address maintained by Residence Life
- INTL – International student address maintained through International Admissions
- PREFERRED – Address used by Alumni and Foundation

### *Policy 1 – Address Restrictions*

- For all students: HOME Address type must be the student's permanent place of residency and may not be the USM Campus Box.
- Academic Common Market Recipients: MUST contact Graduate Studies Office at (601)266-4369 to change your HOME Address to avoid tuition changes.
- Employees: Home and Mailing addresses will be maintained by Human Resources.
- International students: The Home address is the student's country of residence and must be maintained by International Student Admissions Office – contact (601)266-4841.

### *Policy 2 – Mailing Policy*

The University will mail the following correspondence to the following address in the order indicated:

- Go Gold Card (Student Refund): Home Only  
~ To change address after receiving your card, contact [www.gogoldcard.com](http://www.gogoldcard.com) or call 1.877.211.2635 to change address
- Financial Aid: Mailing, Home, Campus, Preferred
- Billing from Bursar's Office: Billing, Mailing, Home, Campus
- Diploma: Degree

### *Policy 3 – Forms and Processes*

- Change of Address forms must be made in writing with student's signature and will be maintained during the semester of the request and the subsequent semester. Forwarding addresses filed with the United States Postal Service should also be filed with the Registrar's Office.
- Billing addresses will be maintained by Bursar's Office. This address will only be populated at the student's request and only if different from his/her mailing address.

### *Policy 4 – Campus Boxes*

Campus box addresses will be maintained by the Southern Miss Post Office and is available for any enrolled student. These boxes will be updated on a daily basis and cannot be used as the Home address.

### *Policy 5 – Undeliverable Mail*

If mail sent to an address is returned undeliverable, the address will be flagged as "inactive" by the appropriate office. It is the student's responsibility to update his/her address via SOAR or provide the Registrar's Office or appropriate office with the correct information.

### *Policy 6 – Tuition based on HOME address*

In accordance with State College Board policy, students possessing an out-of-state address will be considered an out-of-state resident and assessed an out-of-state fee. This fee is in addition to general tuition and will be assessed the term the out-of-state address becomes active. If Mississippi-resident students change their HOME address to an out-of-state address, they will be charged out-of-state tuition and must file a Residency Petition with the University Registrar in order to be considered for in-state tuition.