

MISSOURI SOUTHERN

STATE UNIVERSITY

OFFICE OF THE REGISTRAR

Student Request to Update Address and Phone Number Form

This form should be used only by students and student employees to request an update for address and phone number.

This form will be made available in alternative formats upon request at registrar@mssu.edu or (417) 625-9389.

If you are an employee who is also a student, you must submit your address change request through Human Resources. Any requests using this form will not be processed.

Check Only One:

Are you a student or student employee: ☐

Are you an employee (If yes, please contact HR for changes): ☐

Student Information:

SID#: _____ Name (Print): _____
(Last) (First) (Middle)

Do you want your mailing address changed for your diploma? YES ☐ NO ☐

Provide/ Change Cell Phone Number:

Cell: _____ Home/Alternate: _____

Opt-In to receive important text messages from MSSU: YES ☐ NO ☐

Change Mailing Address to: _____
(Street Address) (APT#)

(City) (State) (Zip Code)

Current Residential Address: _____
(Street Address) (APT#)

(City) (State) (Zip Code)

Update Emergency Contact Information? YES ☐ NO ☐

(Name) (Relationship) (Phone)

(Street Address) (APT#) (City) (State) (Zip Code)

Do you want existing emergency contact information removed? YES ☐ NO ☐

Signature: _____ Date: _____