Office of the University Registrar
116 Alfred B. Rollins, Jr. Hall
Norfolk, VA 23529
757-683-4425
FAX: 757-683-5357
e-mail: register@odu.edu

NAME/ADDRESS CHANGE FORM

Use this form to notify the Registrar's Office of name and/or address changes.
The student's signature is required at the bottom of this form.
(University employees should contact Human Resources to complete name and address changes.)

Student's Name: _____
Last *First* *Middle/Maiden*

University ID Number (or SSN): _____ Currently Enrolled? Y ☐ N ☐

NAME CHANGE

(A copy of your new Social Security Card is REQUIRED to process a name change. See note below regarding e-mail accounts)

Previous name: _____

New name: _____

ADDRESS CHANGE

Note: You can update your own address records through the Old Dominion University secure website (LEO Online) at www.leoonline.odu.edu. Log in to the secure web site, click on "Personal Information" then "Update Address."

New Permanent Address
(where diplomas, bills, refunds and other important University correspondence will be mailed)

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____

New Current Address (IF DIFFERENT FROM PERMANENT ADDRESS)
(this address may be your residence hall or other temporary residence)

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____

New Emergency Address (IF DIFFERENT FROM PERMANENT ADDRESS)

Emergency Contact Full Name: _____ Relationship: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____

*NOTE: E-mail accounts are **not** automatically updated with your new name. Students may request that their **name** be changed in the Lotus Notes e-mail system, but new e-mail addresses should be requested only at the end of the term. For information on changing e-mail names and e-mail addresses, contact OCCS at occshelp@odu.edu or 757-683-3192. **Students whose name changes in the middle of the term should notify their instructor(s), providing their new name and their current ODU student e-mail address.***

Student's Signature/Date *(required)*: _____

Office Use Only Date Processed: _____ By: _____