

# RESIDENT STUDENT CHANGE OF ADDRESS FORM



## Submitting a Change of Address form is necessary if you are:

- leaving campus permanently (e.g., graduating, moving off-campus)
- leaving for summer and expect to receive mail

### Student Information

Last Name

First Name

MI

UNC Charlotte ID number

Current campus address  
(residence hall and room number)

### Forwarding Information

- Forward for Summer Only       Forward permanently

Forward to: Street Address

City

State

Zip Code

*By signing, I understand that it is my responsibility to update address information with Mail & Package Services and to notify all correspondents when my address changes. I have also read the Forwarding Policies below.*

Signature (required)

Date

### Campus Mailbox Forwarding Policies

- Form must be completed and signed by the same individual who is changing the address
- Complete, print and return form to UNC Charlotte Mail Services in person at the Mail & Package Services window, lower level, Prospector Building, or mail to:  
UNCC Mail & Pkg. Services  
Attn: Student Mail  
9201 University City Blvd  
Charlotte NC 28223
- Mail is held for 10 days after the end of the semester. Mail recieved after that is returned to sender unless/until a Change of Address Form is submitted.

Questions? Call **704-687-0383**  
or contact Tracey Copeland,  
tcopela3@uncc.edu

[aux.uncc.edu/mail](http://aux.uncc.edu/mail)

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