

## REQUEST TO UPDATE PERSONAL CONTACT INFORMATION

Keeping your contact information up to date is crucial. It ensures that you receive important notifications, updates, and your diploma when you graduate. Make sure to regularly check and update your email address, phone number, and physical addresses with the university to avoid missing out on anything important. Vincennes University employees should contact Human Resources.

Please update all that apply. Be sure to confirm your changes by signing the form before submission.

**Full Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

### Updated Contact Information

**Mailing Address (Home):** Your mailing address is your permanent address, usually a parent's address, where mail will always reach you. This will be considered your primary address on your record.

**Address Line 1** \_\_\_\_\_

**Address Line 2** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Home Phone** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Cell Phone** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Diploma Address:** (Only if Graduation Application is on file for current semester): Your diploma address is where your diploma will be sent and may be different than your mailing address.

**Address Line 1** \_\_\_\_\_

**Address Line 2** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Preferred Email address:** The university reserves the right to send official communications to students by email with the full expectation that students will receive and read these messages in a timely fashion.

*If you are currently enrolled in a Dual Credit program, please use your personal email if it is accessible at your school. Otherwise, use your assigned high school email. Continue to use this high school email account until your high school graduation. After completing your Vincennes University attendance or upon graduation, remember to update your email address to a personal one.*

### **Please Print**

My preferred email address should be: \_\_\_\_\_

Confirm: \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

Signature is required.

### **Return to:**

Email: [studentrecords@vinu.edu](mailto:studentrecords@vinu.edu)