

# ADDRESS/PHONE NUMBER/EMAIL CHANGE FORM

SUNY Buffalo State  
Registrar's Office, Moot Hall 210, [REGOFC@buffalostate.edu](mailto:REGOFC@buffalostate.edu)

Complete all information in Part 1. Enter updated information in Part 2, 3 and/or 4. **Sign and date** below. Return completed form to the Registrar's Office, Moot Hall 210 or scan completed form and submit through your secure Buffalo State Outlook account to [REGOFC@buffalostate.edu](mailto:REGOFC@buffalostate.edu). Students are required to show photo ID when submitting form to our office. **Faxed forms not accepted.**

## PART 1:

**B** \_\_\_\_\_

Banner I.D. Number

\_\_\_\_\_ Date of Birth

\_\_\_\_\_ Print Last Name

\_\_\_\_\_ First Name

\_\_\_\_\_ Middle

## PART 2:

### NEW PERSONAL EMAIL ADDRESS \_\_\_\_\_

\*\*Complete *ONLY* if your *personal* email address has changed.

\_\_\_\_\_ Please Print Legibly

\*\*Note: Your old *personal* email address will be inactivated.

## PART 3:

**PERMANENT ADDRESS – This is your permanent “home” address or the place you reside when classes are not in session. This address is used by all offices when the fall and spring semesters are NOT in session and by Student Accounts all the time.**

*Residence hall addresses can only be changed by the Residential Experience Office.*

**\*Do not submit residence hall addresses on this form – except for Moore Complex Apartments.**

\_\_\_\_\_ Permanent Address

\_\_\_\_\_ Apt./Unit#

\_\_\_\_\_ Cell Phone Number with Area Code

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip Code

\_\_\_\_\_ Phone Number with Area Code

\_\_\_\_\_ **Check here if local address is the same as permanent.**

\_\_\_\_\_ Geographic Code (*see back of form*)

## PART 4:

**LOCAL ADDRESS – This is the address at which you reside while attending classes. This address is used by all offices OTHER THAN Student Accounts during the fall and spring semesters.**

*Residence hall addresses can only be changed by the Residential Experience Office.*

**\*Do not submit residence hall addresses on this form – except for Moore Complex Apartments.**

\_\_\_\_\_ Local Address

\_\_\_\_\_ Apt./Unit#

\_\_\_\_\_ Cell Phone Number with Area Code

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip Code

\_\_\_\_\_ Phone Number with Area Code

\_\_\_\_\_ **Check here if local address is the same as permanent.**

\_\_\_\_\_ Phone Number with Area Code

**SIGNATURE  
REQUIRED** →

\_\_\_\_\_ Text Signature (Print, Sign, and Scan)

\_\_\_\_\_ Date

\_\_\_\_\_ OR use your Adobe Signature, Print and Scan

# TABLE OF GEOGRAPHIC CODES

Albany . . . . .	01	Jefferson . . . . .	22	Rockland . . . . .	50
Allegany . . . . .	02	Kings . . . . .	32	Saratoga . . . . .	52
Bronx . . . . .	31	Lewis . . . . .	23	Schenectady . . . . .	53
Broome . . . . .	03	Livingston . . . . .	24	Schoharie . . . . .	54
Cattaraugus . . . . .	04	Madison . . . . .	25	Schuyler . . . . .	55
Cayuga . . . . .	05	Manhattan . . . . .	33	Seneca . . . . .	56
Chautauqua . . . . .	06	Monroe . . . . .	26	St. Lawrence . . . . .	51
Chemung . . . . .	07	Montgomery . . . . .	27	Steuben . . . . .	57
Chenango . . . . .	08	Nassau . . . . .	28	Suffolk . . . . .	58
Clinton . . . . .	09	New York City . . . . .	30	Sullivan . . . . .	59
Columbia . . . . .	10	Niagara . . . . .	40	Tioga . . . . .	60
Cortland . . . . .	11	Oneida . . . . .	41	Tompkins . . . . .	61
Delaware . . . . .	12	Onondaga . . . . .	42	Ulster . . . . .	62
Dutchess . . . . .	13	Ontario . . . . .	43	Warren . . . . .	63
Erie . . . . .	14	Orange . . . . .	44	Washington . . . . .	64
Essex . . . . .	15	Orleans . . . . .	45	Wayne . . . . .	65
Franklin . . . . .	16	Oswego . . . . .	46	Westchester . . . . .	66
Fulton . . . . .	17	Otsego . . . . .	47	Wyoming . . . . .	67
Genesee . . . . .	18	Putnam . . . . .	48	Yates . . . . .	68
Green . . . . .	19	Queens . . . . .	34	<b>Non-New York State . . . . .</b>	<b>70</b>
Hamilton . . . . .	20	Rensselaer . . . . .	49		
Herkimer . . . . .	21	Richmond (Staten Is) . . . . .	35		