

ADDRESS/PHONE NUMBER/EMAIL

CHANGE FORM

SUNY Buffalo State
Registrar's Office, Moot Hall 210, 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. Students are required to show photo ID when submitting form to our office. **Faxed forms not accepted.**
Please note: This process does not change the phone number associated with your multi-factor authentication (MFA). To have IT update your MFA verification number, please submit an Update MFA verification method ticket through the IT HELP desk at 878-4357

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 | <i>Non-New York State</i> | 70 |
| Hamilton | 20 | Rensselaer | 49 | | |
| Herkimer | 21 | Richmond (Staten Is) | 35 | | |