

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 . . 70</i>
Hamilton 20	Rensselaer 49	
Herkimer 21	Richmond (Staten Is) . . 35	