

Change of Address Notification



Registration No/Person ID:			
Full Name:			
Programme:		Year/Level:	

<u>My permanent Home address is now:</u>	
	
	
	Postcode * : _____	Tel. No: _____
E-mail: _____		
Would you like this to be your correspondence address?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Accommodation Type *: (Refer to key for numerical code) <input type="checkbox"/>

<u>My term-time address (or address you are at during semester time) is now:</u>	
	
	
	Postcode * : _____	Tel. No: _____
E-mail: _____		
Would you like this to be your correspondence address?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Accommodation Type *: (Refer to key for numerical code) <input type="checkbox"/>

Please note: Invoices from the University will be sent to your term-time address.
Assessment Results Letters will be sent to your correspondence address.

Signature:	
Date:	

Key (Accommodation Type)	
1 - Parental/Guardians Home	6 - Catered Residences
2 - Own Home	7 - University Leased Flats
3 - Rented Accommodation	8 - Not in attendance
4 - Riccarton Flats	9 - Non-catered residences
5- Lodgings	

*Accommodation Type and UK Postcode - essential for statistical purposes

Forms should be submitted to the Student Service Centre or your School/Institute Office, Heriot-Watt University, Riccarton, Edinburgh, EH14 4AS.

This form is available on line at <http://www.hw.ac.uk/registry/resources/ChangeofAddress.pdf>

SAS Updated By: _____ Date: _____