

Notification of a Change of Home or Term-Time Address

QA Ref: STU17; Maintained by: Registry; Last updated: May 2007

GUIDANCE NOTES

It is your responsibility to make every effort to assist us in creating and maintaining an accurate student record of your career in the University College. This includes both relevant personal information and course records. Please complete this form to inform us of a

change to your contact details, and send it to Registry. Alternatively, you may use **e:Vision**, at www.yorks.j.ac.uk/evision to access and update your student record online.

1 About you

Name		Student ID	
Programme of Study		Year of Programme	

2 Details about your new address

New Home Address (inc Postcode)	
Home Phone Number	
New Term Address (inc Postcode) If same as home please write 'as above'	
Mobile Number	

3 Declaration

Signature _____ Date _____

4 For Registry use

Details changed on SITS _____

Processed by _____ Date _____

**When completed, this form should be sent to Registry, York St John University,
Lord Mayor's Walk, York YO31 7EX or the Student Advice Counter at Holgate Building**