



Harvard University Extension School

Division of Continuing Education

Registrar's Office, 51 Brattle Street, Cambridge, Massachusetts 02138-3722 • Fax: (617) 496-4181

For office use only

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Student Change of Address Form

Students may change their mailing address, e-mail address, and telephone numbers online using their Division of Continuing Education ID number (DCE ID, starting with @) and PIN or their Harvard University ID number (HUID) and PIN. Alternatively, or if you do not know your ID number or PIN, you may submit these changes by mailing or faxing this form to the Extension School Registrar's Office.

Please print clearly.

Legal name (as it appears on your passport)		
Last (family name)	First	Middle

DCE ID NUMBER (if known)									
@									

(see www.extension.harvard.edu/login if unsure)

Date of birth (example: JUN 09 1990)									

Month (mm)

Day (dd)

Year (yyyy)

- Is this a change to your:
- E-mail address
 - Present mailing address
 - Permanent address
 - Summer/Temporary address (good from _____ to _____)
 - Daytime phone number
 - Cell phone number

Are you submitting this form because you need to request your ID or PIN? Yes No
If yes, PIN retrieval instructions will be e-mailed to the address below.

NEW e-mail address

NEW address		
Street and number		
City	State/Province	Zip/Postal code
Country (if other than US)		

NEW daytime phone number

NEW cell phone number

OLD e-mail address

OLD mailing address (if known)		
Street and number		
City	State/Province	Zip/Postal code
Country (if other than US)		

OLD daytime phone number

OLD cell phone number

By signing below, I confirm that the above information is true and correct and I accept full responsibility for submitting it to the Division of Continuing Education Registrar's Office.	
Student signature _____	Date _____