Student Change of Address Form

You may change your mailing address, e-mail address, telephone number, and emergency contact information online using your Division of Continuing Education (DCE) or your Harvard University (HU) login credentials. Alternatively, or if you do not know your login credentials, you may submit this form to the Registrar’s Office at the address or e-mail above.

Please print clearly.

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo identification)
Last/Family/Surname(s)  First/Given name(s)  Middle name(s)

DCE ID NUMBER (if known)  or  HARVARD ID NUMBER (if known)
(see www.extension.harvard.edu/login if unsure)

DATE OF BIRTH  example:  01 01 1994
Month (MMM)  Day (DD)  Year (YYYY)

This is a change to your:  ❑ E-mail address  ❑ Daytime phone number  ❑ Cell phone number  ❑ Current mailing address  ❑ Permanent address  ❑ Emergency contact information

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

NEW E-MAIL ADDRESS (must be student’s personal and unique address)

NEW ADDRESS (check all applicable:  ❑ current mailing  ❑ permanent)
Street and number
City  State/Province  Zip/Postal code  Country (if other than US)

NEW DAYTIME PHONE NUMBER  NEW CELL PHONE NUMBER

NEW EMERGENCY NOTIFICATION INFORMATION
First name  Last name
Street and number
City  State/Province  Zip/Postal code  Telephone number (area/country code)
Country (if other than US)

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  _________________

Document must be signed with a real signature. Digital signatures are not accepted.