



CHANGE of ADDRESS

Loyola University Chicago, Registration and Records
820 N. Michigan STE 510, Chicago, Illinois 60611
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www.luc.edu/regrec

All address updates are to be made using LOCUS. This form is used only when LOCUS is unavailable. This completed form can be submitted electronically by clicking on the button at the bottom of the page or e-mail to Registrar@luc.edu .
Please type or print clearly.

Proof of residence document showing new address must be submitted with this form, such as a copy of a government issued ID, lease/mortgage statement, utility bill or other valid document. Contact us with questions at Registrar@luc.edu .

FERPA Notice: The information contained in this form contains personally identifying information and may be protect by FERPA. Do not share with anyone who does not have a legitimate educational interest in the student's record. This form, and any copies thereof, should be destroyed by Loyola one year after the date of submission.

Last Name: _____ **First Name:** _____ **Middle Name:** _____

Student ID or last 4 digits of SSN #: _____ **Phone #:** _____

E-mail: _____ **Date of Graduation or Last Attendance:** _____

Former Address (to be updated or corrected):

Address 1 (Street number and name):

Address 2 (Unit or Apartment number):

City: _____ State: _____ Country: _____

Zip/Postal Code: _____

New Permanent Address:

Address 1 (Street number and name):

Address 2 (Unit or Apartment number):

City: _____ State: _____ Country: _____

Zip/Postal Code: _____

New Mailing Address (If mail is not received at Permanent Address):

Address 1 (Street number and name):

Address 2 (Unit or Apartment number):

City: _____ State: _____ Country: _____

Zip/Postal Code: _____

Signature: _____ **Date:** _____

_____ Check this box to confirm that you have submitted the required proof-of-residence documentation

Please submit by clicking here:

