

The purpose of this form is to update a student's demographic information. This information can also be updated through the student portal. Once the form is processed, you will receive an email notification to your NewSchool email address.

**\*\* International students must see the Registrar within ten (10) days of moving to update their address.  
Submitting an address change online does not meet the Visa requirements.\*\***

**Please print using blue/black ink or type.**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID \_\_\_\_\_ Program \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**New Address Information (include only the updated information)**

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Extension \_\_\_\_\_

Email Address \_\_\_\_\_ ☐ Additional ☐ Replace Personal Email  
(Your official email of record will remain your NewSchool email address. This email address cannot be updated.)

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**STUDENT MUST SUBMIT COMPLETED FORM TO THE REGISTRAR'S OFFICE.**

[registrar@newschoolarch.edu](mailto:registrar@newschoolarch.edu)