



Campus Update Request Form

This form will be accepted for the current term until the census date.
After this date, the form will be processed for the following term.

First Name: _____ Last Name: _____

University ID: _____ Phone: _____

*Email: _____

A confirmation email will be sent to the email provided.

Permanent address: _____

Do you wish to change your mailing address to the permanent address listed above: Yes No

This request MUST be submitted with proof of residency.

Accepted documents: driver's license, identification card, non-solicitation mail, lease/rental agreement, utility/cable/satellite bill, etc.

Requests submitted without this documentation will not be processed.

Campus you are CURRENTLY attending:

Stephenville Southwest Metroplex Waco Midlothian Distance Learner (Online)

Campus you are REQUESTING to attend*:

Stephenville Southwest Metroplex Waco Midlothian Distance Learner (Online)

If you live in Erath, Eastland, Hood, Palo Pinto, Comanche, Hamilton, Somervell, Parker, Tarrant, Johnson, McLennan, Dallas, Ellis, or Hill counties, you **CANNOT change your campus to Distance Learner (Online). Residents of these counties must choose a physical campus location.*

Student Acknowledgment:

I understand submitting this request does not guarantee approval and if substantial proof of residence is not provided, my request will be denied. I certify the above information and any documents provided are true and correct.

Signature: _____ Date: _____

Return to the Registrar's Office using one of the following methods:

Fax: (254) 968-9389

Email: registrar@tarleton.edu

Mail: Box T-0620 Stephenville, TX 76402

In person: Tarleton Center-Texan Services

Updated 09/16

Registrar Use Processed By:

Initials

Date