



## Campus Update Request Form

**Accepted for the current term until the census date. If received after census, the form will be processed for the following term.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Date: \_\_\_\_\_

Summer only    Yes    No

University ID: \_\_\_\_\_ Classification: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent address: \_\_\_\_\_ Mailing address: \_\_\_\_\_

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

Are you currently residing in campus housing?    Yes    No

*If you have signed a Tarleton Residence Life Housing Contract for the current academic year occupancy period, you cannot change your campus. Tarleton supports a two-year on-campus residency requirement.*

TSI (Texas Success Initiative) complete?    Yes    No

**MUST submit proof of residency. Accepted documents: lease/rental agreement, utility bill in your name (or you must include a signed letter from the individual listed on bill)**

*Requests submitted without this documentation will not be processed.*

### Campus you are CURRENTLY attending:

Stephenville      Fort Worth      Waco      Midlothian      Distance Learner (Online)      RELLIS

### Campus you are REQUESTING to attend\*:

Stephenville      Fort Worth      Waco      Midlothian      Distance Learner (Online)      RELLIS

*\*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.**

Is your major offered at the campus you are requesting to attend?    Yes    No

Reason for campus change request: \_\_\_\_\_

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Acknowledgement and Responsibilities:

**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:

Email: [registrar@tarleton.edu](mailto:registrar@tarleton.edu)

Fax: 254-968-9389

Mail: Box T-0620 Stephenville, TX 76402

In person: Tarleton Center-Texan Services

Updated 09/21

Registrar Use  
Processed By:

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date