



UNIVERSITY OF
VIRGINIA

914 Emmet Street • Charlottesville, Virginia 22906 • 434-924-4393 • FAX 434-982-2632 • e-mail: hrdept@virginia.edu

DEPARTMENT OF HUMAN RESOURCES

To change your address on the records of the University of Virginia, please complete the bottom portion of this form and send it directly to:

Human Resources – Records Division
914 North Emmet Street, Second Floor
Charlottesville, VA 22906

AUTHORIZATION TO CHANGE ADDRESS:

Social Security Number: _____ - _____ - _____
Name: _____ Last First Middle
Department: _____
Day Phone: () _____ - _____ Evening Phone: () _____ - _____
Old Address: _____ _____
New Address: _____
Effective Date of Change: ____/____/____
Signature: _____