COLLEGE OF CHARLESTON
Student Employee Address Update Form

Please note that these changes only update your Payroll records.
To update your permanent records, please visit the Registrar’s Office.

Name: ________________________________________________   Student ID#: ________________________
E-mail: _______________________________________________ Local Phone Number: _________________

Please indicate what address you would like updated.

☐ Permanent Address:

**Effective starting from: _________(MM/DD/YYYY).**
Address 1: _______________________________________________________________________________
Address 2: _______________________________________________________________________________
City: ___________________________________ State: ____________________________ Zip: ___________ Country: _________________

☐ Local Mailing Address:

**This mailing address is effective from __________ (MM/DD/YYYY) until ___________ (MM/DD/YYYY).**
Address 1: _______________________________________________________________________________
Address 2: _______________________________________________________________________________
City: ___________________________________ State: _________________ Zip: ___________ Country: _________________

Signature: __________________________________________________ Date: ______________________

Mailing Address:  Fax Number:  Physical Address:
Career Center  843-953-6341  Lightsey Building Suite 216
66 George Street  160 Calhoun Street
Charleston, SC 29424  Charleston, SC 29424

COLLEGE of
CHARLESTON
CAREER CENTER