

Historically, address information changes were handled by preparing an “EMPLOYEE AND STUDENT ADDRESS FORM” and submitting for data entry. Since this form is no longer the instrument to initiate changes, please discard or recycle any known supplies of the “EMPLOYEE AND STUDENT ADDRESS FORM”.

To make changes to name and address information please use the guidelines listed below:

Faculty and Staff

Faculty and staff are now required to complete Residing Address and Campus Address changes via the HR Web Self-Service site. Name changes, if not a student, also should be changed via the HR Web Self-Service site. Access to the HR Web Self-Service site is achieved by logging on using Hawk ID and Hawk ID Password. Departmental administrative personnel can also enter information for staff using the HR Web site. Faculty and staff, including retirees, who have questions should contact their HR representative or the Human Resources office, 120 USB at 319/335-2386. Emails may be sent to payroll-web@uiowa.edu.

Retirees

Retirees who have questions or name or address changes should contact the UI Benefits office at 319/335-2681 or toll free at 877/830-4001. Emails may be sent to benefits@uiowa.edu.

Students and Former Students

- ∄ Students will now maintain address information via Web ISIS using their Hawk ID and Hawk ID Password to log on. Former students who do not have access to Web ISIS may obtain a copy of the "Student Address Change Form" at:

<http://www.uiowa.edu/registrar/forms/address.pdf>

A signed copy of the form may be submitted to the Registrar's Office, 1 JH.

- ∄ Requests for name changes require completion of "The University of Iowa Request for Change of Name" form available at:

<http://www.uiowa.edu/registrar/forms/NameChange.pdf>

Completed name change forms and supporting documents should be forwarded to the Registration Center, 30 Calvin Hall, Iowa City, IA 52242.

Current and former students who have questions about address or name changes should contact the Registrar's Office, 1 Jessup Hall, 319/335-2845 or by e-mail at registrar@uiowa.edu.