GENERAL REQUEST

(RMRUGNRC)

OFFICE OF THE REGISTRAR
& OPERATIONS
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090
(206) 220-8030; Fax: (206) 296-2443
Email: registrar@seattleu.edu

~ Print in Ink ~

Student ID Number: _____ Phone Number: (_____)_____
Area Code

Student Legal Name: _____ SU Email: _____@seattleu.edu
Last First Middle

Term/Year (Fill in year): Fall ____ Winter ____ Spring ____ Summer ____
Year Year Year Year

▶ Student Signature: _____ Date: _____

Check ALL That Apply: *(Allow 3 days for processing)*

□ I need a copy of my graduation requirements letter (*graduating students only*): Mail to my mailing address____ *OR* I will pick the copy up____

□ I need a letter from the Registrar for a zone permit as an out-of-state resident: Mail to my mailing address____ *OR* I will pick the copy up____

□ I need copies of the following SU course descriptions: _____
INCLUDE COURSE SUBJECT, NUMBER, TITLE AND BULLETIN YEAR (e.g. ENGL 110, Freshman English, 2006-07)

_____

□ Change the following data (attach a copy of the documentation showing the correct information, e.g., driver's license, social security card, etc.)
To change your name, use a Name Change Form.

_____

□ Change my ethnicity to _____
Are you receiving a scholarship based on your current ethnicity? ___Yes ___No
If yes, obtain Student Financial Services signature ▶ _____ Date: _____

□ I would like all my Seattle University correspondence to be addressed to my preferred name of _____
NOTE: This is not to be used for a legal name change – use a Name Change form to change your legal name.

□ I have two majors: I want my primary major (Major 1) to be _____ and my second major (Major 2) to be _____.
NOTE: This is not a change of major form. If you have not declared your second major you must do so by filling out a Change of Major form.

□ I have three majors: I want my primary major (Major 1) to be _____, my second major (Major 2) to be _____,
and my third major (Major 3) to be _____.
NOTE: This is not a change of major form.

OFFICE USE ONLY
Processed by: _____
Date: _____