



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-EMP-43 Major Revision1 Minor Revision3

Title: Change of Address or Personal Contact Information

Description: What to do when your address or personal contact information changes.

Category: Human Resources

Applies to: staff,faculty,student

Contact: [Human Resources](#)

Purpose: Changing address or personal information.

Policy Statement: All requests for personal changes in address, telephone number, as well as similar changes to UCO contact information can be accomplished directly via UCONNECT or reported directly to Human Resources.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

Formerly known as: Change of Address

Approved on: 12/01/2005

Effective date: 12/01/2005

Keyword(s): address, personal contact information, telephone number, change

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