



**OHIO**  
UNIVERSITY

Office of the University Registrar

## E-mail Announcement

**Date:** May 1, 2007, 9:59 a.m.  
**To:** Graduation Candidates  
**From:** Office of the University Registrar  
**Subject:** Important Address Update Reminder for Graduation Candidates

Dear Candidate,

As a service, we would like to remind you that you can update your address information with Ohio University to ensure you continue to receive important information and notifications in the future.

As a prospective graduate, it is important that you keep your information with Ohio University up to date for several reasons: many offices across campus send correspondence to the address on file, prospective employers might call to verify your information, or your old friends might just want to keep in touch.

To add, remove, or update your address (local, permanent, or emergency), visit the Web site below. You will be asked for your OAK ID and password to use the online application.

<<http://www.ohio.edu/registrar/myaddress.cfm>>

If you have moved since you applied for graduation or would like your diploma mailed to a different address, please send an e-mail message to [graduation@ohio.edu](mailto:graduation@ohio.edu).

If you have any questions about updating your address information, please contact us at [address@ohio.edu](mailto:address@ohio.edu) or by phone at 740-593-4324.

Sincerely,

The Office of the University Registrar