

Address Update Form

This form is to be used to inform us if your organization has moved or added a new branch office.

Please complete all necessary sections, then return your form directly to IntlPartners@seattlecolleges.edu or the person who requested this form from you.

Thank you.

I would like to notify Seattle Colleges of a:

- [New branch](#)
- [Change of address](#)

Address Update Form

NEW BRANCH

1. Official name of agency on record with Seattle Colleges

2. Address of new branch

Street, Building, and City:

State, Postal/Zip Code, and Country:

3. Other contact details of new branch office

Office Phone:

Office Fax:

General Office Email:

Primary Contact Name:

Primary Contact Email:

4. Link to the specific webpage on your website that shows your new address

Our agency does not have a website.

5. Address of your headquarters

Street, Building, and City:

State, Postal/Zip Code, and Country:

6. Attach a copy of your company's letterhead, showing the new address. Company letterhead usually includes your company's official name, contact information and logo. If you would like to add more than one branch to our database, attach a list of branches (on letterhead) and associated contact information.

All items must be completed and all requested documents attached before this form can be processed.

Your name:

Your title:

Your email address:

Your agency's general email address:

President/Director name:

President/Director email:

Address Update Form

ADDRESS CHANGE

1. Official name of agency on record with Seattle Colleges

2. Address on record with Seattle Colleges that you would like to change (old address)

Street, Building, and City:

State, Postal/Zip Code, and Country:

3. New address

Street, Building, and City:

State, Postal/Zip Code, and Country:

4. This address correspond to

Headquarters

Branch

Our agency has only one office

5. Link to the specific webpage on your website that shows your new address

Our agency does not have a website.

6. Attach a copy of your company's letterhead, showing the new address. Company letterhead usually includes your company's official name, contact information and logo. If you would like to add more than one branch to our database, attach a list of branches (on letterhead) and associated contact information.

All items must be completed and all requested documents attached before this form can be processed.

Your name:

Your title:

Your email address:

Your agency's general email address:

President/Director name:

President/Director email: