

# Change of Information Form



It is important that the college have current contact information on every student and it is your responsibility to report any changes in this information. Failure to do so may prevent important information/notices from getting to you. Complete this form and submit to Admissions & Records. Allow three days for processing. **Please note:** A valid photo ID accompanied by a social security card or proof of a legal name change is required for a name change request.

Name: \_\_\_\_\_ Student ID/SSN#: \_\_\_\_\_  
Last First MI

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Check and complete which information you would like changed:**

Name Change from: \_\_\_\_\_ to \_\_\_\_\_  
Last First MI Last First MI

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Work

Address  
Mailing or Legal (please circle one)  
Street Name & Number/ PO Box Apt. #  
City State ZIP Code

Email (Int'l students only) \_\_\_\_\_

**Financial Aid recipients: Please also notify the Financial Services Department.**  
A&R Office Use only:  ID checked by: \_\_\_\_\_ AR:changeofinfo.doc Id 11/11/08

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