

**PERSONAL INFORMATION  
CHANGE REQUEST**

To make a change to personal information on your student record, please complete and sign this form. This form must be submitted to the Registrar's Office in-person with picture ID.

Name \_\_\_\_\_  
Last First Middle

ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Please mark an "x" in the box(es) next to the type(s) of information you would like to change (check all that apply):

- Address/Telephone Change** – Select the type of address below to change or add to your record.  
 A permanent address is one at which you have a primary and permanent residence. A local address can be created by those who have a permanent residence out of the area to which they plan to return.  
➤ Be sure to include your current phone number even if it has not changed.

Permanent Address:  
\_\_\_\_\_ Apt \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Address:  
\_\_\_\_\_ Apt \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Effective Date: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Effective Date: \_\_\_\_\_

- Name Change/Correction** – Form must be accompanied by social security card. Your name on file with the College must match your name as filed with the Social Security Administration. Those not eligible for a social security number must provide other legal documentation (i.e. ITIN letter or court documentation).

Please provide new name \_\_\_\_\_  
Last First Middle

Current name on record \_\_\_\_\_  
Last First Middle

- Social Security Number Entry/Correction** – Request must be accompanied by social security card.

*Office use only:* Incorrect social security number on record \_\_\_\_\_

- Date of Birth Entry/Correction** – Form must be accompanied by driver's license or birth certificate.

*Office use only:* Incorrect date of birth on record \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only: Date Processed \_\_\_\_\_ Processed By \_\_\_\_\_