

Name Change & Record Update Form

PART I:

First Name/ MI Last Name Student ID Number Phone Number

You must select and provide a copy of one of the following documents as Proof of Identification:

- Valid Driver's License
- Social Security Card
- State Issued ID
- Official Marriage License Official
- W-2 Form
- Passport
- Birth Certificate
- Military ID
- Court Divorce Forms
- Official Court Name Change documents

PART II: Changes/Updates

Please select and fill out the appropriate and correct information for changes or updates that need to be made to your student records:

<input type="checkbox"/>	Name change or correction: <i>(please make spelling corrections or fill in your new or changed legal name)</i>	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none; width: 33%;">First Name</td> <td style="border: none; width: 33%;">Middle Name</td> <td style="border: none; width: 33%;">Last Name</td> </tr> <tr> <td colspan="3" style="border: none; padding-top: 10px;">_____</td> </tr> <tr> <td colspan="3" style="border: none;">Preferred First Name</td> </tr> </table>	_____	_____	_____	First Name	Middle Name	Last Name	_____			Preferred First Name		
_____	_____	_____												
First Name	Middle Name	Last Name												

Preferred First Name														
<input type="checkbox"/>	Birth Date: <i>(please fill in your correct date of birth)</i>	(mm/dd/yyyy) _____ // _____ // _____												
<input type="checkbox"/>	Social Security Number:	(xxx - xx - xxxx) _____ - _____ - _____ A copy of your Social Security Card or W-2 form must be provided for any SSN changes/updates												
<input type="checkbox"/>	Alien Registration Number (A) or (Choose only one) Unique College Opportunity Fund ID Number (C)	(A) (xxx - xx - xxxx) _____ -- _____ -- _____ or (C) (xxx - xx - xxxx) _____ -- _____ -- _____												

PART III: STUDENT AUTHORIZATION

Student Signature Date

Important Notes: (1) Official documentation and/or identification must be provided by the student before changes or updates can be made to student records. (2) It takes up to 5 business days for processing changes. (3) Name changes will not be processed during the first two weeks of classes or the four weeks prior to the end of term.

