



# STUDENT PERSONAL INFORMATION STATUS CHANGE

### To Students:

Please complete this form for any directory information changes (i.e. address, phone #s, email) and submit to the Reception.

Check the  for which information you wish to change. **Please Print Clearly.** Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Telephone Numbers:

Mobile: \_\_\_\_\_

Home: \_\_\_\_\_

Local: \_\_\_\_\_

Fax: \_\_\_\_\_

Social Security Number:

SSN: \_\_\_\_\_

Email

Email: \_\_\_\_\_

Local Address:

Street: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Mailing Address

Street: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Billing Address

Street: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

**Name Change on Academic Record** (attach all necessary documentation)

New Name: \_\_\_\_\_  
*LAST FIRST MIDDLE MAIDEN*

Reason to Change:

Marriage: copy of marriage certificate, driver's license, or social security card is required

Divorce/Remove married name: copy of court order or dissolution decree reflecting name change is required.

Legal Name Change: copy of court order is required

Other: Explanation of reason and a copy of court order or birth certificate are required

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_