

# Student Information Change Form

YEAR 20\_\_\_ | FALL \_\_ SPRING\_\_ SUMMER\_\_ WINTER \_\_

Please complete and submit this form with photo ID and acceptable documentation listed below (if required).

#### **Acceptable Documentation:**

Please include valid, government-issued photo ID OR RCSJ photo ID AND one item in the corresponding category. If your government-issued photo ID also substantiates the requested change (i.e. new address), an additional form of documentation is not required to process the change.

### Name Change

- Valid Driver's license or state-issued non-driver photo ID
- Official Marriage Certificate
- · Official Divorce Decree
- Any legal document approving new legal name
- To request a Preferred First Name, please complete the Preferred Name Request Form.

For Internal Use Only:

Processor: \_

# **Address Change**

- Valid Driver's license or state-issued non-driver photo ID
- Valid lease with the student as the lessee
- Valid mortgage statement, listing student (added)
- Gas or electric bill in student's name
- Notarized letter from a person with whom the student is living

#### **Date of Birth**

- Valid Driver's license or state-issued non-driver photo ID
- Valid US passport
- · Official Birth Certificate

# **Social Security Number**

- Official Social Security card
- State W9 form

# Email Address or Phone Number

Student ID

Residency Change 

Yes

- Valid driver's license or state-issued, non-driver photo ID
- Valid US passport

Student's Full Name_	Last	First	Middle In		
Date of Request:		Student ID		Last 4 digits of	SS#:
Change Requested	☐ Name ☐ Other (explain):	☐ Address	☐ Date of Birth	□SSN	☐ Email/Phone
Change from			Change To		
Student Signature					
Effective June 23, 202	25:				
Submit this completed form, a copy of photo identification, and any additional required documentation via mail or in person at the One Stop For the safety and security of your personal information, documentation will not be accepted via e-mail!					

■ No

Date: \_