Rowan College SOUTH JERSEY

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.

Address Change

Proof of identity required for any address change.

Proof of residency required to change to In-County Residency:

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

Student's Full Name _____ **Date of Birth** _____
Last *First* *Middle Initial*

Date of Request: _____ **Student ID** ☐☐☐☐☐☐☐☐☐ **Last 4 digits of SS#:**_____

Change Requested ☐ Name ☐ Address ☐ Date of Birth ☐ SSN ☐ Email/Phone

☐ Other *(explain):* _____

Change from	**Change To**
_____	_____
_____	_____
_____	_____

Student Signature _____

Effective November 1, 2026:
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!

For Internal Use Only:
Processor: _____ Date: _____ Residency Change ☐ Yes ☐ No

RCSJ/1126