# NAME/ADDRESS CHANGE REQUEST

**OFFICE OF ADMISSIONS AND RECORDS (WH 290)**

**FOR OFFICE USE ONLY**

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**STUDENT ID:** __________________________  **BIRTH DATE:** __________________________

**LAST NAME:** __________________________  **FIRST NAME:** __________________________

**PHONE NUMBER:** __________________________  **EMAIL:** __________________________

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**PLEASE CHECK THE APPROPRIATE STATUS:**

- □ **Currently Enrolled Student**  
- □ **Incoming Student**

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**PLEASE INDICATE THE ITEM THAT YOU ARE REQUESTING TO UPDATE:**

- □ **Update Name**  
- □ **Update Address**  
- □ **Update Telephone**

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**NAME CHANGE**

**APPROPRIATE STATE OR COURT ISSUED DOCUMENTATION IS REQUIRED FOR A NAME CHANGE**

**FORMER NAME:**

- Last
- First
- Middle

**NEW NAME:**

- Last
- First
- Middle

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**ADDRESS CHANGE**

**PERMANENT ADDRESS:**

- Street 1
- Apartment
- City
- State
- Zip Code

**MAILING ADDRESS:**

- Street 1
- Apartment
- City
- State
- Zip Code

**PARENT ADDRESS:**

- Street 1
- Apartment
- City
- State
- Zip Code

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**TELEPHONE CHANGE**

**HOME PHONE:**

- Area
- Phone

**CELL PHONE:**

- Area
- Phone

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**Student Signature**  
**Date**

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**FOR OFFICE USE ONLY**

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<th>Posted By</th>
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Last Updated: March 27, 2012