



# Request for Change in Personal Information

NAME: \_\_\_\_\_

STUDENT ID/SSN: \_\_\_\_\_

## PREVIOUS INFORMATION (only complete the information to be changed)

NAME: \_\_\_\_\_  
(last name) (first name) (middle initial)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_

PRIMARY EMAIL: \_\_\_\_\_

## CURRENT / NEW INFORMATION (only complete the information to be changed)

NAME: \_\_\_\_\_  
(last name) (first name) (middle initial)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_

PRIMARY EMAIL: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Reason for Change: *(please provide details & any required documentation)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

## NOTES:

### Documentation Requirements and Information:

- Name Change – please provide a copy of your marriage license or divorce decree; or, driver’s license **AND** social security card with new name.
- Address Change – completion of this form does **NOT** change NTCC Residency Status for tuition purposes.

For Office Use Only

Record Date: \_\_\_\_\_ Initials: \_\_\_\_\_