

Contact Change Form

Fill out the appropriate section(s) that need to be updated. Student signature at the bottom of the page is required for changes to be made. Once the form is completed, submit it to the Registrar's Office with copies of the applicable required documentation.

| Student Information (required) | | |
|--------------------------------|---------|---|
| First | Middle | Last |
| ID Number | Program | Enrollment Status (current student or former student) |

Section A. Address Change

One of the following document is required: State or Federally issued picture ID, current Rental Lease (Student must be leaseholder or listed as an occupant), current Utility Bill (Student must be account holder or listed on the account), current Cable Bill or Home Internet Service Bill, Property Deed, or Property Tax Statement.

***Must select a Preferred Mailing Address.** The following types of school related information will be sent to your preferred mailing address: Admissions paperwork, Financial Aid paperwork, Student Records information (academic progress, grades, enrollment related), graduation information, diploma, awards and general mail.

***Preferred Mailing Address:** Home Local

Home Address (permanent address, parent's address, currently residing, address for government related reporting such as driver's license, tax etc.)

| | | |
|----------------|-------|----------|
| Street Address | | Apt. |
| City | State | Zip Code |

Local Address (dorm address, currently living-dependently from parents) *If providing a local address, a home address is required.*

| | | |
|----------------|-------|----------|
| Street Address | | Apt. |
| City | State | Zip Code |

Note: If mailing needs to be addressed in the "Care of", enter c/o in the Street Address area (ie: c/o Jane Doe, 123 Main St).

Section B. Phone Number

Include area code with phone number.

| | | |
|---------------------|---------------------|---------------------|
| Home (000-000-0000) | Cell (000-000-0000) | Work (000-000-0000) |
|---------------------|---------------------|---------------------|

Section C. Email Address

| | |
|------------------------|-------------------------|
| Personal Email Address | Alternate Email Address |
|------------------------|-------------------------|

Student Signature:

Date:

ALL FORMS OF DOCUMENTATION MUST BE VALID

For Internal Office Use Only. Student must provide required documentation(s) as proof for each category below.

Proof Address

One of the following document is required:

- State or Federally issued picture ID - Address on ID must reflect the new address
- Current Rental Lease - The entire signed lease must be presented. The student must be leaseholder or listed as an occupant.
- Current Utility Bill (Electric, Water, Gas, Landline telephone)
- Current Cable Bill or Home Internet Service Bill - The student must be account holder or listed on the account.
- Property Deed
- Property Tax Statement

A member of the Registrar's Office will attach a copy of the original document to the completed form.