



Change Request Form

Instructions

Use this form to change your home or local address, update your emergency contact or change your name. Complete the Student Information section and any other section where you are making changes. Return this completed form to the Registrar's Office (located in JL 193) for processing.

Student Information

Last Name	First Name	Middle Initial	Student ID
			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Student Signature *By entering your signature above, you certify your consent to this action.* **Date**

(Forms submitted without an identifying number will not be processed.)

Change of Address or Phone

Complete both your home/permanent and local address information below. Any addresses currently on file will be replaced with this information. To check current preferred address on file, see "My Profile" on WebAdvisor. Most college mail will be sent to the address you indicate as preferred. (Note: Some official documents are required to be mailed to your home/permanent address.)

Home/Permanent Address Use my home/permanent address as my preferred address.

Mailing Address	City	State	Zip Code

Home Phone Number (including area code)	Cell Phone Number (including area code)

Local Address (Temporary residence while attending college) Use my local address as my preferred address.

Mailing Address	City	State	Zip Code

Home Phone Number (including area code)	Cell Phone Number (including area code)

Change of Emergency Contact

In case of emergency, the following individual is legally authorized to make decisions on my behalf. To check your current emergency contact information, see "My Profile" on WebAdvisor.

Name	Phone Number

Change of Name

To change your name you must present a legal document (such as driver's license, marriage certificate, court order papers, Social Security card, etc.) showing the new name.

First/Middle/Last Name as it currently appears on HC document	New First/Middle/Last Name (please print)

Office Use Only

Registrar Personnel Signature	Date