

**CHANGE OF ADDRESS AND/OR NAME**

**Please complete the areas you would like to change and sign at the bottom of the form.**

**Name:** \_\_\_\_\_ **Banner ID or SSN:** \_\_\_\_\_  
Last, First, MI

**\*\*Former Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**\*\*PLEASE NOTE:** To change your name on your student record, you must provide TWO (2) forms of documentation of the name change to the Registrar's Office. A state-issued photo ID and any one of the following are acceptable documentation: a Social Security card, a marriage license, a court order or a passport.

**Mailing Address:** \_\_\_\_\_  
Street, City, State, ZIP

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Secondary email: \_\_\_\_\_

**Local Address**  
**(if different from above):** \_\_\_\_\_  
Street, City, State, ZIP

**Billing Information** - Student statements are sent electronically. All email addresses attached to the student account receive a billing statement. To update email addresses, log in to BannerWeb and click on **Personal Information** from the main menu.

**CHANGE OF PARENT / GUARDIAN INFORMATION**

**1. Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Mailing Address (if different from above):** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_ **Date** \_\_\_\_\_