

STUDENT INFORMATION CHANGE REQUEST

Please submit this request along with supporting documentation to your student success advisor.

Contact information such as telephone number, address, and email address may be updated via the TLC Portal. Supporting documentation is required for a change of name, date of birth, or social security number.

Acceptable supporting documents include, but are not limited to:

- Driver's license
- Social security card
- Court order
- State issued ID
- Marriage certificate/Divorce decree

If you are currently enrolled, your name change request will be processed at the end of the session.

Current Information (Fill out all information below):

Last Name:	First Name:	Middle Initial or Name:
SSN: <i>(Do not enter if are not updating this info)</i>	Date of Birth:	

New Information (Only fill out the fields applicable to the information you wish to have updated):

Last Name:	First Name:	Middle Initial or Name:
SSN:	Date of Birth:	

Acknowledgement:

Signature:	Date:
Student ID:	