

Change of Student's Personal Information

- Legal Name
- Address (Permanent and/or Mailing)
- Phone
- E-Mail

Instructions:

1. PLEASE PRINT CLEARLY!
2. Fill in all required portions.
3. Fill in those portions that apply to you (the contact information that you are changing).
4. Sign the form.
5. If you are notifying the College of a change of name, you must bring this form and required ID.
6. If you are changing your address, phone or e-mail, bring or mail the form to:

Information in this box is required:

Banner ID# :
or Social Security No.

Name: *Print your name as it currently appears on Cayuga Community College records. If you are changing your legal name, you will enter your new name later on this form.*

Last First Middle Name (or Initial)

Auburn Campus
Office of the Registrar
197 Franklin Street
Auburn, NY 13021

Fulton Campus
Main Office
806 West Broadway
Fulton, NY 13069

or fax to 315-255-9983

- Please change my permanent address.** (Needed for tuition information and Banner PIN.)

Use this form to notify the College in writing if your permanent address changes. College mail will be sent to your permanent address (unless you request otherwise by checking the box below under New Mailing Address).

My New Permanent Address: Effective Date: _____

Street City State Zip Code

- Please change my mailing address.** (Financial aid checks will be sent to you at this address.)

Use this form to notify the College in writing if your mailing address changes.

My New Mailing Address: Effective Date: _____ Send **all** College mail to me at this address.

Street City State Zip Code

- Please change my phone number(s).**

My New Phone Number(s): Effective Date: _____

Home (_____) _____ Cell (_____) _____

- Please change my e-mail address.**

My New E-mail Address: _____ @ _____

Please change my legal name.

New Legal Name: _____
Last First Middle Name (or Initial)

1. Check Yes or No to the following:

- I am a current employee of Cayuga Community College. Yes No
- I am a current Work Study employee of Cayuga Community College. Yes No
- I am a current student worker at Cayuga Community College. Yes No

If you answered YES to ANY of the above,

- Enter your Social Security Number: _____ — _____ — _____
- Bring this form and the required forms of identification* to the Human Resources Office, Room M242, Auburn campus. Your Social Security card showing your new name is required.

If you answered NO to ALL of the above

- Complete the following:
 - I am a current student at Cayuga Community College. Yes No
 - I am enrolled in a degree program. Yes No
 - I expect to complete my degree requirements at the end of
 Fall Spring Summer of
- Bring this form and the required forms of identification* to the Registrar's office in Auburn or the Fulton Campus Main Office.

* For a change of name, you must bring TWO VALID AND ORIGINAL forms of identification showing your new name. At least ONE form must be a PHOTO ID. Acceptable forms of ID include:

- Social Security Card (required for employees)
- Passport (required for non-USA citizens)
- Marriage/Divorce Certificate
- Court Action
- Professional License
- Driver's License

Student Signature

Banner ID Number

Date

OFFICE USE ONLY — CHANGE OF LEGAL NAME

TWO FORMS OF ID REQUIRED 1) at least one photo ID 2) ID copies made for files

- Social Security Card (required for employees)
- Passport (required for non-USA citizens)
- Marriage/Divorced Certificate
- Court Action
- Professional License
- Driver's License