



Instructions:

If you are requesting a name change or correction of your social security number, you must provide your social security card and a valid photo id. Photo copies are not acceptable.

If you are requesting a change in your date of birth, you must provide documentation of your correct date of birth. Examples of acceptable documentation include: a certified copy of your birth certificate, passport, driver's license or state id. Photo copies are not acceptable.

SUBMIT COMPLETED FORM TO THE MTECH STUDENT SERVICES OFFICE

Carefully fill in the following information AS IT PRESENTLY EXISTS on your record (even if incorrect):

Form fields for Last Name, First Name, Middle Name, Student Identification Number, and Birth Date (Mo, Day, Year).

Carefully fill in ONLY the information which has legally changed:

Form field for New or Corrected Name with sub-fields for Last Name, First Name, and Middle Name.

Form field for New or Corrected Social Security Number.

Form field for Corrected Birth Date with sub-fields for Month, Day, and Year.

Form field for New Permanent Legal Residence Address with sub-fields for Number, Street, Apt. No, City, State, Zip, and Effective Date (Month, Day, Year).

Form field for New Mailing Address with sub-fields for Number, Street, Apt. No, City, State, Zip, and Effective Date (Month, Day, Year).

Form fields for New Phone Number and New Cell Phone Number.

Form field for New Email Address.

I certify that the information on this Student Record Correction Form is correct and I understand that falsification or failure to report change(s) in residence may result in dismissal.

Student Signature

Date

FOR OFFICE USE ONLY:

Documentation required and attached

Correction form received by: Date Correction Form received:

Name Social Security Number Birth Date Verified by: Date Verified:

Entered in by: Date entered in: