



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 with 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 with checkbox for New or Corrected Name and fields for Last Name, First Name, Middle Name.

Form with checkbox for New or Corrected Social Security Number and fields for the number.

Form with checkbox for Corrected Birth Date and fields for Month, Day, Year.

Form with checkbox for New Permanent Legal Residence Address and fields for Address and Effective Date.

Form with checkbox for New Mailing Address and fields for Address and Effective Date.

Form with checkboxes for New Phone Number and New Cell Phone Number.

Form with checkbox 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: