# Student Record Correction Form

**MTECH Student Services Office**

**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):

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Identification Number</th>
<th>Birth Date: Mo Day Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Carefully fill in **ONLY** the information which has legally changed:

- **New or Corrected Name:**
  - Last Name
  - First Name
  - Middle Name

- **New or Corrected Social Security Number:**
  - ______________________ - ______________________ - ______________________

- **Corrected Birth Date:**
  - Month Day Year

- **New Permanent Legal Residence Address:**
  - Number Street Apt. No City State Zip
  - Effective Date: Month Day Year

- **New Mailing Address:**
  - Number Street Apt. No City State Zip
  - Effective Date: Month Day Year

- **New Phone Number:** (____) ______________________
- **New Cell Phone Number:** (____) ______________________

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.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</table>

**FOR OFFICE USE ONLY:**

Correction form received by: ____________________________ Date Correction Form received: ________________

- **Name**
- **Social Security Number**
- **Birth Date**

Verified by: __________ Date Verified: __________

Entered in by: __________ Date entered in: __________