



# Change Request: Student Name or SSN



## STUDENT REQUEST FOR CHANGE OF NAME

A student who wishes to change his or her name on TCTC's records must submit this form and one of the following legal documents to Student Records, 190 Miller Hall.

### Acceptable legal documents are:

- Marriage certificate/license
- Court order for legal name change
- In case of divorce – a divorce decree including reinstatement of former name
- Birth certificate
- Social Security card
- Passport
- Adoption documents

*NOTE: Originals are required. Other documents such as driver's license or notarized statements are not acceptable.*

## STUDENT REQUEST FOR CHANGE OF SSN

A student who wishes to change his or her social security number must submit this form and his/her original Social Security card to Student Records, 190 Miller Hall.

*NOTE: Copies of your Social Security card are not acceptable.*

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

## NAME CHANGE

PREVIOUS NAME (IF ANY):

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX
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CURRENT NAME:

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX
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## SSN CHANGE

INCORRECT SSN

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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CORRECT SSN

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## STUDENT RECORDS USE ONLY

Date Keyed \_\_\_\_/\_\_\_\_/\_\_\_\_

Initials \_\_\_\_