# CHANGE OF STUDENT DATA FORM

Please print clearly in blue or black ink. Submit this form to the Admission or Registration area on your campus, unless otherwise Instructed.

**DO NOT WRITE IN THIS AREA – OFFICIAL USE ONLY**

**ADVISING CLEARED:**

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

**OFFICE OF THE REGISTRAR:**

<table>
<thead>
<tr>
<th>Initial</th>
<th>Date</th>
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**TRANSCRIPT EVALUATOR:**

<table>
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<tr>
<th>Initial</th>
<th>Date</th>
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## STUDENT’S NAME AS IT NOW APPEARS ON OUR RECORDS (Last name first)

## STUDENT’S IDENTIFICATION NUMBER AS IT NOW APPEARS ON OUR RECORDS

Please read carefully, and complete ONLY the appropriate block for CHANGES.

(FSW employees should also contact Human Resources for name, address or SSN changes)

### NAME CHANGE/CORRECTION (a copy of your driver license, marriage license, Social Security card or court order must be attached.)

### SOCIAL SECURITY NUMBER CORRECTION/CHANGE (A copy of your Social Security Card is required.)

### DATE OF BIRTH (Copy of driver license or birth certificate required)

## DEMOGRAPHIC CHANGES

**CHANGE OF ADDRESS:**  
- [ ] MAILING  
- [ ] PERMANENT (No PO Box #)

<table>
<thead>
<tr>
<th>NUMBER &amp; STREET</th>
<th>APT</th>
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</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE/ZIP</th>
<th>COUNTRY</th>
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## PROGRAMMATIC CHANGES

Note: the deadline to change a degree and/or major is the add/drop date for the full term. Major changes, except when changing to non-degree, require the signature of an academic advisor. Official transcripts – both high school and ALL previously attended post-secondary institutions – are required for any student pursuing a degree. Non-degree-seeking students must provide high school transcripts. Students changing from non-degree to degree-seeking should submit this form to the Admissions office.

### CHANGE OR ADD DEGREE AND/OR PROGRAM

- [ ] CHANGE PRIMARY DEGREE AND/OR PROGRAM TO:

- [ ] ADD/CHANGE SECONDARY DEGREE AND/OR PROGRAM TO:

- [ ] CHANGE TO NON-DEGREE SEEKING (Not eligible for financial aid)

**Student’s Signature:**

**Date:**