

ALVIN COMMUNITY COLLEGE

Student Data Change Request

Please print or type.

Student ID #		Social Security #	
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Last Name		First Name		MI	
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To change or update information currently on file, place a check mark by the box(es) you wish to change, fill in the correct information and provide appropriate documentation.

My new name is:	(do not write in this area)				
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Last Name		First Name		MI	
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Reason for change: check one	Must provide official documentation for a name change.				
<input type="checkbox"/> Marriage					
<input type="checkbox"/> Divorce					
<input type="checkbox"/> Court Order					
<input type="checkbox"/> Other					

My new residential/physical address is:	(do not write in this area)				
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Street & Number		City & State		County		Zip	
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My new mailing address is:	(do not write in this area)				
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Street & Number		City & State		County		Zip	
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NOTE: When the mailing address is out-of-district and the residential address is in-district, proof of residency will be required. When both addresses are changed to an out-of-district address, residency will be changed automatically and the student's tuition/fees may be re-billed for the current term. All other residency reclassifications must be done by filing a Residency Reclassification Petition. Without it your address will be changed, but your residency classification will not.

Personal Email Address	
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Cell Phone #	
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Home Phone #	
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Emergency Contact	Last Name	First Name	Phone
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Social Security #	Student must present the original social security card to the Admissions and Registrar's Office.
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Birth Date	Student must provide official documentation showing change of date of birth.
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I certify that the information provided is true and correct. Submit this form with proper documentation (if applicable) to the Admissions and Registrar's Office/front counter.

Student Signature	Date
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Admissions and Registrar's Office Use Only

Data Changed by	Date
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Residency Reclassification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Hold Removed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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