



COLLEGE RECORDS INFORMATION CHANGE REGISTRAR'S OFFICE

This form is used to make corrections to the College records. This completed form should be delivered to the Registrar's Office.

Currently enrolled and former students may change the name on their institutional records by completing this form. If your name, student ID number, or marital status changes, the Registrar's Office updates your student record. Please follow the directions below:

- 1. Print your "FORMER INFORMATION" in the designated areas (student ID number, full name, and birthdate).
2. Complete the "NEW INFORMATION" section with the information that has been changed.
3. Attach a copy of photo identification (can be student ID, driver's license and/or passport) and one of the following types of official documentation that denotes the legal name:
- Copy of marriage license
- Copy of court order or divorce decree reflecting the new name in full
- Current passport (can serve as both ID and official documentation)
- Driver's License (can serve as both ID and official documentation)
- Social Security Card
4. Sign and date the form in the designated area (required).
5. Fax form and required documentation to: 785.246.4622 -OR-
6. Mail to: Registrar's Office, 1415 Anderson Ave., Manhattan, KS 66502

FORMER INFORMATION [Please PRINT]:

Student ID Number Last Name First Name Middle Birthdate (mm/dd/yyyy)

Are you a U.S. citizen or U.S. permanent resident? [] Yes [] No (If no, a passport is the ONLY document accepted for a name change.)

NEW INFORMATION

Name: Last First Middle

Student ID Number:

Marital Status: [] Single [] Married* [] Divorced

*Spouse's Name:

PERMANENT ADDRESS (term mailing address): This can be updated in My MCC

Street:

City/State/Zip:

Telephone:

LOCAL ADDRESS (while attending MCC)

Street:

City/State/Zip:

Telephone:

EMERGENCY NOTIFICATION INFO.

Name:

Relation:

Street:

City/State/Zip:

Telephone:

I understand that any changes made using this information change form will affect my College record and academic transcript.

SIGNATURE

DATE