



Student Information Change Form

Processing time is one business day

Completion of a name change request will change all records maintained by the Office of Student Records. This will not change your username or email address for Smartweb.

*You may return the completed form and required document(s) to the Office of Student Records or email to student.records@augustatech.edu

Personal Information:

SSN/Student ID: _____ Birth date: _____

Name as it appears on records today: _____

New Name: First _____ Middle _____ Last _____

ADDRESS CHANGE:

Current Address:

Street: _____

City, State, Zip: _____

County: _____

Current Telephone Numbers:

Home: _____

Cell: _____

Current Email Address:

Personal: _____

Work: _____

DOCUMENTATION:

The required document(s) listed below must be submitted with a name change request. Choose one document from column A or two documents from column B.

A (Submit One):

Adoption Papers

Court-Issued Name Change

Divorce Decree

Marriage Certificate

OR

B (Submit Two):

Birth Certificate

Certificate of Naturalization

Citizenship Papers

Driver's License or ID card

Military ID

Passport

Permanent Resident Card

Social Security Card

By providing my contact information, I give Augusta Technical College permission to contact me at the telephone numbers I have provided via any means, including text message and voice.

Student Signature: _____

Date: _____