



## 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](mailto: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: \_\_\_\_\_