

**Please Use Ballpoint Pen**

**Name Change**

**Address Change**

**DATE:** \_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

# **STUDENT CHANGE OF NAME / ADDRESS**

**FOR THE FINANCIAL AID OFFICE, THE ACCOUNTING OFFICE, PAYROLL, AND ADMISSIONS & RECORDS**

**STUDENT ID#** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

## **OLD INFORMATION**

## **NEW INFORMATION**

NAME: (Last, First)	NAME:(Last, First)
ADDRESS:	ADDRESS:
CITY/STATE/ZIP:	CITY/STATE/ZIP:
DAY PHONE: (      )	DAY PHONE: (      )
EVENING PHONE: (      )	EVENING PHONE: (      )
CELL PHONE: (      )	CELL PHONE: (      )
EMAIL:	EMAIL:

**PAYCHECKS AND FINANCIAL AID CHECKS ARE MAILED TO THE ADDRESS IN ADMISSION AND RECORDS**

**Verification Documents:**

- Social Security Card     
 Driver's License     
 USCIS (If applicable)     
 PASSPORT (If applicable)

Payroll and Financial Aid Use  
Only:

- Datatel Updated     
 Student Placement Updated

Completed By: \_\_\_\_\_  
Name