



# Student Change of Data

Use this form to update your mailing address or phone number, or to change the name on your student record.

## Important:

- All name change requests require appropriate legal documentation of the change, such as marriage license, divorce decree, or court authorization granting the name change.
- Do not use this form to request to use a preferred name. Instead, use the *Student Preferred Name Request* form.

SECTION A. Type of Request and Student Information		
<i>Check all that apply.</i>		
I am requesting a: <b>Contact information change</b> (complete sections A, B, and D) <b>Name change</b> (complete sections A, C, and D)		
Last name currently on record	First name currently on record	Middle name or initial
Student ID, Tech ID, or StarID		
SECTION B. New Address or Phone Number Information		
Street		Apt. #
City	State	Zip
Phone number		
SECTION C. Name Change Information (documentation required)		
Change last name to:	Change first name to:	Change middle name or initial to:
SECTION D. Signature		
Student Signature		Date
SECTION E. MCTC use only		
Processed by		Date Processed
Documentation provided and copy attached:		
<input type="checkbox"/> Marriage certificate/divorce decree/Court order <input type="checkbox"/> Government-issued identification <input type="checkbox"/> Other _____		

Minneapolis Community and Technical College will not discriminate against any person because of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, familial status, or membership or activity in a local commission. MCTC prohibits sexual harassment and sexual violence.

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