



## 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.

Please note that Personal Contact Information (i.e., address, phone number, and mailing address) can be updated via Bannerweb.

\*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:

Student ID (900#): \_\_\_\_\_ Birth date: \_\_\_\_\_

Name as it appears on records today: \_\_\_\_\_

New Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

### Contact Information:

Phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*Please provide a valid phone number, as we may need to contact you regarding your information change request.

### EMAIL ADDRESS CHANGE:

Current Email Address:

Personal: \_\_\_\_\_

Work: \_\_\_\_\_

Check this box if you would like your new name change to also be reflected in your Augusta Tech user ID/ student email address.

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

\*Please be sure that the document(s) that you provide has the same spelling as the new name listed above.

#### **A (Submit One):**

**OR**

#### **B (Submit Two):**

Adoption Papers

Birth Certificate

Military ID

Court-Issued Name Change

Certificate of Naturalization

Passport

Divorce Decree

Citizenship Papers

Permanent Resident Card

Marriage Certificate

Driver's License or ID 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: \_\_\_\_\_  
(or Faculty/Staff Signature)

Date: \_\_\_\_\_