



OFFICE OF RECORDS & REGISTRATION STUDENT DATA CHANGE FORM

Name Currently on Record: _____ Student ID Number: _____

Coppin Email Address: _____ Phone: _____ Date: _____

Instructions: Please complete all areas where changes are required for Name, SSN, birthdate, Gender and/or Address. ***All requests must be accompanied by original legal supporting documentation.***

NAME CHANGE*

Marriage Certificate Divorce Decree Court Ordered-Documentation

New Name: Last _____ First _____ Middle _____

Student's Signature: _____

SOCIAL SECURITY NUMBER /DATE OF BIRTH CHANGE*

Social Security Card needed to update SSN on file. Birth Certificate or state ID needed to update DOB on file

Reason for Change: _____

Current SSN/DOB: _____

Updated SSN/DOB: _____

Student Signature: _____

GENDER CHANGE*

Gender Change From: Female Male Gender Change To: Female Male

Student Signature: _____

ADDRESS CHANGE*

If a Permanent Address change is being made from in-state to out-of-state, it will affect your residency status. If a Permanent Address change is being made from out-of-state to in-state, it will be necessary to complete Residency Forms in order to be billed as an in-state student. Please visit the Office of Records and Registration to obtain the form.

Current Address: _____

Street
City, State Zip Code
County

Updated Address: _____

Street
City, State Zip Code
County

Address to Be Updated: Home Mailing Diploma Mailer

Student Signature: _____

For Office Use Only

Processed By:

Date: