

STUDENT INFORMATION UPDATE FORM

It is student's responsibility to notify the Admissions Department should his/her address, phone number, or any changes are made to their contact information. It is very important that such necessary changes are made to the school database as a student relocates his/her residence and/or work. No particular form is required when submitting these changes to the Admissions Department. However, Student Information Update Form is recommended.

Note: Please allow 3 to 5 working days to update your information in school database.

**Student NEW Information
(complete applicable sections)**

Last name:

First name:

Middle name:

Social Security No:

International Student SEVIS ID No:

NEW Home Address:

NEW Home City, State, Zip:

NEW Home Phone with Area Code:

NEW Work Phone with Area Code:

NEW Mobile Number:

NEW E-mail Address:

Student's Signature:

NEW Alternate Mailing Address

NEW Address:

NEW City, State, Zip:

For Office Use Only

Request received by (school official last, first name - print):

Date request received (mm/dd/yyyy):

Date request filled (mm/dd/yyyy):