

**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:

International Student SEVIS ID No (if applicable):

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:

ANY OTHER NEW INFORMATION:

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):