

PLEASE PRINT - BLACK INK ONLY

Name/Address Change

Date _____ Student Tech ID # _____

Name Currently on File: _____

Name Changed To: _____

Must provide appropriate documentations - see policy on reverse side

Reason for Change _____

Address Currently on File: _____

Address Changed To: _____

Street City County State Zip

Check here to update ALL addresses on file, or check only those that apply : Permanent
 Billing Diploma Grades International Local Temporary Work (Students)

Phone _____ Work Phone _____ Cell Phone _____

Email _____ SIGNATURE _____

This will update your student record. If you are registering for an online D2L class, please notify Technology at d2lhelpdesk@anokaramsey.edu

PLEASE FILL OUT AND RETURN TO UPDATE YOUR RECORD WITH APPROPRIATE DOCUMENTATION

N:\Ed Services\Records\Forms & Posters\Forms\ Name-address change form 2 sided 8-28-14.doc

NAME CHANGE POLICY

Name change requests, including the addition or removal of a married name, **require appropriate legal documentation**. ***Appropriate legal documentation MUST include the following items:***

- 1. Passport or driver's license showing your current legal name;***
- 2. Social Security card showing your current legal name; and***
- 3. One of the following: a court order, marriage certificate, or birth certificate documenting your legal name or name change.***

Make sure to bring the appropriate legal documentations with this form.

Applicants should supply their full legal name when applying to Anoka-Ramsey Community College. The full legal name will then be recorded on the student's permanent record. At no time should a "nickname" be used. The full legal name will be recorded as it appears on their high school or college transcript unless other legal documentation is provided.

If a student is married at the time of admissions, any previous legal name supplied by the student will also be recorded on the permanent record. If a student is married after her/his admission, his/her name will be changed on their permanent record at the request of the student with appropriate documentation.

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300 Spirit River Dr S
Cambridge, MN 55008
Fax 763.433.1841

763.433.1400

Coon Rapids Campus
Office of Records and Registration
11200 Mississippi Blvd NW
Coon Rapids, MN 55433
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