

Student Record Change Form

Records Office ■ 1401 East Court Street, Flint, MI 48503
Telephone: 810-762-0200 ■ Email: Registrar@mcc.edu



MCC Student ID #: _____ **Birth Date:** _____

Name: _____ **Date:** _____
Please Print

Policy: Changes or corrections in student information (legal name, address, and Social Security number) will require valid picture ID and proof of the new information.

Signature: _____
Signature is required

*By signing this form you are acknowledging the accuracy of the information below

ADDRESS (Change or Correction)

A valid picture ID is required for address changes. If your residency status changes when you update your address from out-of-district to in-district, it is **your responsibility** to report this to the Records Office. Additional documentation will be required, including your driver's license or state ID with updated address.

County/District _____

Street _____ Apt # _____

City _____ State _____ Zip _____

TELEPHONE NUMBER (Change or Correction)

A valid picture ID is required for telephone number changes.

Home # _____ Additional # _____

Cell # _____ Additional # _____

NAME (Change or Correction)

A driver's license or state ID with the current name included, or updated Social Security card, marriage/divorce papers, official court documents, etc. is required for name change.

Current Legal Name: _____

Previous Legal Name: _____

Chosen Name: _____

Other Previous/Former Names: _____
(For example: Maiden Name, Previous Married Name(s), Name Changes, etc.)

SOCIAL SECURITY NUMBER (Change or Correction)

A driver's license or state ID, along with the Social Security card, is required for Social Security number changes.

Incorrect Social Security Number: _____

Correct Social Security Number: _____