



Admissions/Records/Registrar RECORD MAINTENANCE

Change: Name Address

Correct: DOB SSN/ITIN

Please print legibly.

STUDENT ID _____ PHONE NUMBER _____

NAME (Full legal name) _____

CURRENT ADDRESS _____
Street City State Zip

DATE OF BIRTH _____ EMAIL ADDRESS _____
Month/Day/Year

Signature _____ Date _____

Complete only the section below that applies to the change or correction you are making.

LEGAL NAME CHANGE (Documentation matching current legal name is required for name changes.)

Note: TCC WebAdvisor User ID and email will be updated and your password will be reset to default.

Are you employed by TCC? Yes* No

*TCC full-time, part-time and student employees must present Social Security card.

Previous name (Full legal name) _____

Current name (Full legal name) _____

CHOSEN NAME CHANGE

Students may choose to identify themselves within the college using a chosen first name that differs from their legal name. A student's chosen name may appear instead of the legal name in select college-related systems and documents, provided that the chosen first name is not being used for the purpose of misrepresentation.

Previous first name _____

Chosen first name _____

ADDRESS CHANGE (Documentation may be required for residency status changes.)

Current address (Street) _____ (Phone) _____

(City/State/Zip) _____ (County) _____

DATE OF BIRTH CORRECTION (Documentation is required for date of birth changes.)

Date of birth on record (Month/day/year) _____

Correct date of birth (Month/day/year) _____

SOCIAL SECURITY NUMBER (SSN) CORRECTION
(Documentation is required for Social Security Number changes.)

SSN on record _____ - _____ - _____

Correct SSN _____ - _____ - _____

INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN)

(Documentation is required for Individual Taxpayer Identification Number addition/changes.)

ITIN on record _____ - _____ - _____

Correct ITIN _____ - _____ - _____

Tax regulations require TCC to report student ITINs on TCC's 1098T tuition statement if SSN is not provided.

SELECT THIS BOX IF YOU DECLINE TO OR CANNOT PROVIDE A SSN or TIN.

OFFICE USE ONLY

Drivers License SSN Card IRS Form W-7 Notification Court Order Marriage License Divorce Decree

NE NW SO SE TR District DRUS Required: Yes (Name) No

Received by _____ Processed by _____ Processed by _____

Date _____ Date _____ Date _____