



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 _____