

ROSE STATE COLLEGE

Name _____

RSC ID Number _____

Change Notice

Current Contact Phone Number _____ - _____
Area Code

Please only complete the sections for the items that you need to update.

Completed form must be submitted to the Admissions and Records Office with appropriate documentation. Any name change must be accompanied by legal documentation (examples: marriage certificate, divorce decree, or other court documents). Please print legibly in dark ink and be sure to sign the form.

☐ I am a current Rose State College employee

Previous Name _____, _____
Last First Middle

New Name _____, _____
Last First Middle

Previous Social Security Number _____ - _____ - _____

New Social Security Number _____ - _____ - _____

Previous Phone Number _____ - _____ - _____
Area Code

New Phone Number _____ - _____ - _____
Area Code

Previous Address _____
Street City State Zip

New Address _____
Street City State Zip

Student Signature _____ Date _____

Records Use Only:

Processed by _____ Date _____

Helpdesk sent by _____ Date _____