

## Change of Address/Name Form

Once complete send this form to one of the following:

- E-mail - [registrar@mercycollege.edu](mailto:registrar@mercycollege.edu)



### STUDENT INFORMATION

Name: \_\_\_\_\_  
First Middle Initial Last

Student ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

### UPDATED INFORMATION

Change of address, phone number, and email can also be completed online through student's EMPOWER ME account.

Name  Cell Phone Number  Personal E-mail   
Home Address  Home Phone Number

### NAME CHANGE:

To update name, proof of a name change with a copy of a government-issued document, such as a Driver's License, Social Security Card, Court Order, or Marriage License is required.

Effective Date: \_\_\_\_\_

New First Name: \_\_\_\_\_

New Middle Name: \_\_\_\_\_

New Last Name: \_\_\_\_\_

### HOME ADDRESS CHANGE:

Effective Date: \_\_\_\_\_

New Address Line 1: \_\_\_\_\_

New Address Line 2: \_\_\_\_\_

New City: \_\_\_\_\_ New State: \_\_\_\_\_ New Zip Code: \_\_\_\_\_

### PHONE NUMBER CHANGE:

New Home Phone Number: \_\_\_\_\_ New Cell Phone Number: \_\_\_\_\_

### PERSONAL E-MAIL CHANGE:

New Personal E-mail: \_\_\_\_\_

Student Signature

Date

Office: Student Records

Date: 01/12/2021

Copies to: Student's Permanent File