



# Student Name & ID Change Form

Student ID #:

Guilford Technical Community College  
P. O. Box 309, Jamestown, NC 27282

**Directions:** Submit to Enrollment Services an **Official State or Federal Photo ID** with updated name. **Documentation is required**

Name changes can be done at any time by completing a Student Name & ID Change Form with Records Office. You **MUST** provide an alternate email address to be informed when your User ID has been changed. Changes cannot be made without Student ID entered in the boxes above.

Reason For Name Change:  Citizenship by Naturalization  Correction  
 Marriage  Divorce  Court-Action

Do you wish to have your GTCC User ID/Email address changed?  Yes  No

**Former or Incorrect Name:** (please print)

\_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

**Alternate email address is required in order to notify you when changes have been completed:**

\_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

**New Legal or Corrected Name:** (please print)

\_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

**Date of Birth:** \_\_\_\_\_

**Authorization - Please read and sign:** The information on this form and the attached documentation represent accurate and legally acceptable proof of my name. Please change all records to reflect this name and User ID.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only:

This form must be submitted to the Records Office with appropriate documentation and signed by the person that accepts the form. Staff Person that received information:

Name: \_\_\_\_\_ Office: \_\_\_\_\_ 1/22