



STUDENT POLICIES AND PROCEDURES

Policy Section: Student

BIOGRAPHICAL INFORMATION CHANGE

Change of Name/Address/Phone Number/Social Security Number

To make a name change, students must complete the [Biographical Information Change Form \(mstc.edu/sites/default/files/2019-01/BiographicalInfoChangeForm.pdf\)](https://mstc.edu/sites/default/files/2019-01/BiographicalInfoChangeForm.pdf) online or at any campus office. In addition to completing the form, official documentation proving the name change is required.

Students are requested to report any change in address or telephone number to the Student Services Office to maintain an accurate and current record. Legal proof of identity (i.e. social security card, driver's license, birth certificate) and address change (proof for new address may include a utility bill, rental agreement, mortgage documents) will be required at the time of processing.