



Change of Address and Other Information Form

If you are an NWACC employee, you must contact HR for all information changes

Student ID: _____ Phone: _____

Name: _____ Date of Birth: _____

I do hereby ask the Office of the Registrar to make the following correction(s) to my personal information. (**All documentation must be provided in a readable format**)

Mailing Address Change (To change legal residency & tuition please use Tuition Change Form)

New Address Information:

Street City ST Zip

Phone Number Change New Phone Number: _____

Personal E-mail Address Change New e-mail: _____

Legal Name Change (Required Supporting Documentation - Official marriage certificate, birth certificate, or other legal document outlining the change of name. **To change preferred first name please use Preferred Name Change Form**)

Current Name New Name

Social Security Number Change (Required Supporting Documentation – Social Security Card)

SSN: _____

Date of Birth Change (Required Supporting Documentation – Driver’s License or Birth Certificate.)

DOB: _____

Gender Change (Required Supporting Documentation – Legal Document outlining change of gender.)

Gender: Male Female

Change of Emergency Contact

New Contact Name: _____
Last First MI

Contact Address: _____
Street City ST Zip

And
 Contact Telephone Number: _____ Relationship: _____

Student Signature: _____ Date: _____
 (Proof of identification must be provided at time of submission. If mailing include copy of valid photo ID.)

Mail Form and Documents to: Student Records Office, One College Drive, Bentonville, AR 72712
 Turn in at: Enrollment Support Center, 2nd floor of the Student Center or Washington County Center.
 Upload the document to: <https://api.nwacc.edu/lss/finaid/filedropbox/> (You must have a My NWACC Connection login to do this.)