



GRAYS HARBOR COLLEGE PERSONAL INFORMATION CHANGE FORM

Bring completed form and documentation to the Welcome Center

COMPLETELY FILL IN THIS PORTION OF THE CHANGE FORM

STUDENT ID #	LAST NAME	FIRST NAME	MI
BIRTHDATE (MM/DD/YYYY)	DAY PHONE #	LAST QUARTER ATTENDED: <input type="checkbox"/> SUMMER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING YEAR _____	CURRENTLY ENROLLED <input type="checkbox"/> YES <input type="checkbox"/> NO

FILL IN ONLY THE SECTIONS THAT NEED TO BE CHANGED

*LAST NAME	FIRST NAME	MI	Check this box if you do not want your student email updated to the new name. <input type="checkbox"/>	OFFICE USE ONLY Date Received: _____ Change Completed _____ Comment in SM4015 _____ Contact HelpDesk for Email Update _____ Share information with Funding Source (FAID, etc.) _____ Copies for Scanning _____ Initials/Date _____	
*Name Change: Both Driver's License and SS Card showing new name, or marriage/divorce docs, passport or certified court docs.					
DAY PHONE #	EVENING PHONE #	BIRTHDATE (MM/DD/YYYY)			
STREET ADDRESS		CITY	STATE		ZIP
SOCIAL SECURITY NUMBER*		OTHER/MISCELLANEOUS CHANGE (Please be specific)			
*Requires SSN Card					
Student's Signature (REQUIRED)			Date		
<p>Note: All personal information changes require picture identification in addition to supporting legal documentation. Citizenship Change: Naturalization Certificate, Green Card/Permanent Resident Card, etc.</p>					

The Personal Information Change form is available for a legal name change. For a legal name change, please fill out the Personal Information Change form and bring it to the Welcome Center Office. You must provide official documentation to prove the legal name change.

Official documentation for a legal name change consists of the following:

- Government issued ID AND Social Security card with the new name
- Certified Court Order
- Marriage Certificate
- Dissolution/Divorce Decree

PLEASE NOTE: If you are using financial aid, or any other federal funding source, a new social security card is required, in addition to a course order and new government issued ID.