

Change of Student Personal Information Form

Records Office

Use this form to update your personal information with the Records Office. This will also update your information with Financial Aid and Student Accounts. Please contact Payroll to update information on your employee record.

Please fill in all of the following information:

Student ID Number: _ _ _ _ _

Legal Name (First, Last): _____

Today's Date: _____

Please fill in all elements below which you would like to change:

Address*: _____
(Street Address)

(City, State, Zip, Country if International)

**Please note that MCAD will not list on-campus apartment addresses as permanent addresses except in specific circumstances. See Records Office staff with any questions.*

Phone Number: (_____) _____

Non-MCAD Email Address: _____

Preferred Name**: _____

***Preferred names are for first names only. You may later revoke your preferred name in writing with the Records Office if you choose to do so. Preferred names are not currently visible on myMCAD to faculty or other students. If you would like to legally change your name in your college records, do not use this form. You will need to present official documentation. See Records Office staff with questions.*

Office Use Only	7/2017
Record Updated in Jenzabar	<input type="checkbox"/>
Initials:	_____
Date:	_____