

# STUDENT CHANGE OF STATUS FORM

WHICH OF THE FOLLOWING WILL THIS CHANGE OF STATUS AFFECT? (Please mark all which apply)

Name\*    Address    Phone Number    Email Address    Emergency Contact    Gender\*\*

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Date

Current Name in System: \_\_\_\_\_

New Name: \_\_\_\_\_

New Address: \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
County

New Phone: \_\_\_\_\_  Home    Mobile

New Email Address: \_\_\_\_\_

New Emergency Contact: \_\_\_\_\_

Name

Phone Number

Relationship

\* North Central State will process legal name changes **only** upon receipt of official court documentation authorizing the name change (including, but not limited to, marriage certificates, divorce decrees, or court orders) **AND** an updated Social Security card issued by the Social Security Administration reflecting the requested legal name

\*\* Requests to change a student's gender marker within the North Central State's official academic record must be supported by legal documentation reflecting recognition of the requested change by a governmental authority. The College will process a gender marker change **only** upon receipt of a completed Declaration of Gender Change **AND** Correction of Birth Record form reflecting correction of the gender designation on a legally recognized government record

**Requests submitted without required documentation will not be processed.**

**PLEASE BE AWARE:**

*The College may maintain a preferred or chosen name for internal, non-federally reported use where permitted by institutional practice. Preferred or chosen names will not replace the legal name of record for purposes of federal reporting, financial aid processing, tax reporting, enrollment verification, or other state or federal regulatory requirements. Federal compliance requirements supersede state documentation standards, and state documentation standards supersede personal preference. The legal name maintained in the College's student information system must match the name on file with the Social Security Administration. This alignment ensures accurate federal aid processing, proper tax reporting (including IRS Form 1098-T), accurate enrollment reporting, prevention of identity verification conflicts, and compliance with federal audit and reconciliation standards. Requests submitted without an updated Social Security card will not be processed. North Central State also reserves the right to request additional documentation if submitted materials are inconsistent, incomplete, or insufficient to verify identity.*

*Students must contact the IT Helpdesk to facilitate the changing of their North Central State email address. The change will not be made automatically.*

*If you are receiving Veteran's Benefits, and you change your address, you are also responsible for updating your address with the VA.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Student Records Office use only:**

Copy to Financial Aid    Colleague record updated    Name update on physical/digital file

**INITIAL/DATE:**