

INFORMATION CHANGE FORM

Return to the Records & Registration Office, Tanis Bldg
Or mail to: Northwestern Michigan College
1701 E. Front St
Traverse City MI 49686
Fax: (231)995-1956 or email records@nmc.edu



NMC ID _____

NAME _____
Print: Last First Middle Former

Emergency Contact Name _____ Phone _____
Please print

NAME CHANGE If requesting change, include a copy of your driver's license showing new name.

ADDRESS CHANGE
****IMPORTANT**** Changing your address to in-district does not automatically change your tuition rates to in-district. A Petition for Review of Residency Status must be completed and returned to the Records Office for possible approval one week before the semester begins.

Check here if you would like more information regarding a Residency change. ____ Yes ____ No

You may view Change of Residency information by using the *Search NMC* link on the NMC home page using *Residency* or call 231-995-1053 with questions.

<u>Permanent Address</u> - If you have only one address, this is it. This is where you live when school is not in session. Generally, Financial Aid, Mid Semester alerts, etc., will be sent here.	<u>Local Address</u> - This is a temporary address, where you live when school is in session. Refund checks, bills, and some NMC information mailed during the semester will be sent to this address.
Street	Street
City	City
State, Zip or Country	State Zip or Country
Phone	Phone

EMAIL CHANGE - NMC will use your assigned Gmail <NMC ID>@mail.nmc.edu account. You may forward your Gmail account to your personal email address. NMC will record your personal email in our database system.

EMAIL address _____
Please print legibly

OTHER CHANGE _____

Student Signature _____ **Date** _____