



INFORMATION CHANGE FORM

Return to Enrollment Services/Records & Registration Office, Tanis Bldg
Email records@nmc.edu or fax (231)995-1956

NAME _____ NMC ID: _____
Print

EMERGENCY CONTACT

Emergency Contact Name _____ Phone Number _____
Print

NAME CHANGE

Requesting a legal name change requires formal documentation such as a court order, marriage certificate or driver's license.
Requesting a preferred first name does not require documentation.

Current Name Legal Last _____ Legal First _____ MI _____

Change To Legal Last _____ Legal First _____ MI _____

Preferred First Name _____
*Preferred name will appear on Moodle, class rosters, Dean's List and (unofficial) Study Transcripts

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 on a residency change.

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 _____
Print

Student Signature _____ **Date** _____