## Records Office Nashville State Community College 120 White Bridge Road Nashville, TN 37209

Fax: 615-353-3302

 ${\bf Request\ for\ Change\ of\ Status}$  This form must be completed, SIGNED, and submitted to the Records Office to change existing student information.

Name:					
Last	First		Middle		
Student ID: Day Time Phone Number:					
	Complete Only The Sec	ctions Which Are Applica	<u>able</u>		
1. Change of Address	Change to be made to _	Local Permanent	Both		
Street Address:					
City:	State:	Zip Code:			
County:	E-mail Address:				
Phone: Home ( )	Office ( )	Cell ( )			
License, or Divorce Decre	a list of approved documents: S ee, or valid TN State Driver's Lic	ocial Security Card, Passport, cense	Marriage		
I am currently under the name	of:				
Change to: (PLEASE PRINT) _					
3. Change of Preferred Firs	t Name				
I wish to have my preferred firs	st name be		in MyNSCC, D2L, and etc.		
4. Change of Social Security		ation (Social Security Card change of Social.	) will be required to		
Previous Social Securi	ty Number	New Social Se	New Social Security Number		
5. Change of Date of Birth	Note: Documentation, suc	ch as state issued ID is requi	red to update the dob.		
My date of birth is Month	Day Year				
Students Signature:		Date	e:		
	Records	s Office Use Only			
Change of Address Processed F	By:	Date:			
Change of Name Processed By:		Date:	Date:		
Change of Social Security Proc	essed By:	Date:			

NSCC 10-18. NSCC is a TBR institution, AA/EEO employer, does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by NSCC. Inquiries regarding non-discrimination policies: Director of Human Resources, Human.Resources@nscc.edu, 120 White Bridge Pk, 615-353-3305. The Nashville State nondiscrimination policy can be found at <a href="https://www.nscc.edu/legal/non-discrimination-policy">www.nscc.edu/legal/non-discrimination-policy</a>. Printer: Desktop Printer; 120 White Bridge Pk, Quantity: 20,500. @2017 NSCC.

Updated 1/30/2024 kt