

Change of Information Request Form



Current Student Information

First Name:	Middle Name:	Last Name:
Student ID:	Phone Number:	

*** Only the Fields Requiring Changes Should Be Completed ***

Student Information

First Name:	Middle Name:	Last Name:			
Date of Birth:	Social Security Number:		Phone Number: Home <input type="checkbox"/> Cell <input type="checkbox"/>		
Permanent Address: Street (Ex. 411 Central Ave.)		Apt./Unit/Space	City	State	Zip Code
Mailing Address: Street (Ex. 411 Central Ave.)		Apt./Unit/Space	City	State	Zip Code
Email:					

Academic/High School Verification

Please provide a list of all institutions you have attended, along with the highest award received at each institution

*If academic credentials are requested by the **Financial Aid** office, please check this box and provide a copy of the relevant documentation.

Institution:	Start Date:	End Date:	Academic Credential: (Ex. HS Diploma, GED, Associate Degree, none)

Required Documentation for Student Information

A valid photo identification card (driver's license, passport, or state ID) is required for all changes plus the following:

Social Security: A signed Social Security Card (if applicable) is required.

Date of Birth: Identification cards that do not display a date of birth can be submitted together with a birth certificate.

Example: High School ID card with birth certificate

Academic Credential (Financial Aid): A certified copy of the transcript, indicating the conferred academic credential of a GED or High School Diploma, is required. Alternatively, a copy of the GED, High School Diploma, Certification of Proficiency, or Ability to Benefit may also be submitted.

All forms must have the student's name included on documentation.

I hereby acknowledge that all necessary documentation required are attached to this form and all requested changes on this form are accurate and correct.

Student Signature:	Date:
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Admissions & Records Staff Only

A&R Staff:	Date:
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Change of Information Request

Procedures:

1. Students can obtain the Change of Information form from the Admissions & Records Office, either in-person or online.
2. The student must complete and submit the Change of Information form, including all required changes and necessary documentation, to the Admissions & Records Office. Submissions may be made in-person or via email to admissions@hartnell.edu.
3. The Admissions & Records Office will review and process the Change of Information form and any accompanying documentation on the same day for in-person submissions or within three business days from the receipt of the form.
4. If the Academic/High School Verification section is completed for Financial Aid purposes, copies of the submitted form and documentation will be forwarded to the Financial Aid Office.
5. Confirmation of student updates will be provided immediately in person or via email upon completion.