

Records Office
Nashville State Community College
120 White Bridge Road Nashville, TN 37209
Fax: 615-353-3302

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 Sections Which Are Applicable

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 () _____

2. Change of Name **Note: Documentation will be required to process a change of name. The following is a list of approved documents: Social Security Card, Passport, Marriage License, or Divorce Decree, or valid Drivers License.**

I am currently under the name of: _____

Change to: (PLEASE PRINT) _____

3. Change of Social Security Number **Note: Documentation (Social Security Card) will be required to process a change of Social.**

***W-9S form required with change of social security number. Form located in the Records Office or online at www.irs.gov**

Previous Social Security Number

New Social Security Number

Students Signature: _____ Date: _____

Records Office Use Only

Change of Address Processed By: _____ Date: _____

Change of Name Processed By: _____ Date: _____

Change of Social Security Processed By: _____ Date: _____