

Admissions & Records

Student Data Change

Please use blue or black ink.

Student ID Number							Social Security Number											
							OR				-			-				
	-				-		•									-	•	
Last Name						First Name MI					11							

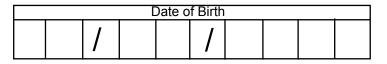
Name Change-- Due to COVID-19/campus closure, requests may be temporarily submitted via ACCmail. Scan copy of original documentation and submit with SDC form. Acceptable documentation is listed on back of form. The student is responsible for changing name with BankMobile.

Name last enrolled under if different from above:

Social Security Number Change--Due to COVID-19/campus closure, requests may be temporarily submitted via ACCmail. Scan copy of original social security card (in color) and submit with SDC form.

SSN or alternative ID number listed incorrectly on ACC records	Incorrect #	_Student #
New/Changed SSN or alternative ID number	Correct #	Student #

Date of Birth Change--Due to COVID-19/campus closure, requests may be temporarily submitted via ACCmail. Scan copy of original documentation and submit with SDC form. Acceptable documentation is listed on back of form.



Change of Address--Due to COVID-19/campus closure, requests may be temporarily submitted via ACCmail. This address will be used by ACC to mail all correspondence to students and to determine in-district or out-of-district residency for tuition purposes. All P O Boxes are out-of-district. Proof of in-district address is required. Scan copy of original documentation and submit with SDC form. Acceptable documentation is listed on back of form.

Γ

Phone Number

Street Address	Home: Work: Cell:			
City				
			A & R Office	e Use Only
			Hold(s) Removed:	Coded:
Signature of Student (<i>if emailed, type your name he</i> ALERT: If emailed your signature may be required to		Date prations resume.	Changed by: (Staff Initials)	Date:
Received by: Staff Member Initials	Campus	Date	Audited by: (Staff Initials)	Date:

ALL FORMS OF DOCUMENTATION MUST BE VALID

Proof of Social Security Number						
Social Security Card						
An A&R staff member will attach a copy of the original card to the completed form.						
Proof of Date of Birth						
One of the following: Driver's License or State ID US Government Issued ID Passport Birth Certificate						
An A&R staff member will attach a copy of the original documentation to the completed form.						
Proof of Name						
A government issued photo ID or driver's license and one of the following: Certificate of Naturalization Divorce Decree Marriage Certificate Court documentation of legal name change						
An A&R staff member will attach a copy of the original documentation to the completed form.						
Proof of Address						
 One of the following: Current Rental Lease* - Student must be leaseholder or listed as occupant Property Deed Current Utility Bill (Electric, Water, Gas, Landline telephone) - Student must be account holder or listed on the account Current Cable Bill or Home Internet Service Bill - Student must be account holder or listed on the account Property Tax Statement Affidavit of Address** *The entire signed lease must be presented to A&R office. **Student's Texas driver's license must reflect address on Affidavit. Original Affidavit may not be faxed. Name, SSN, DOB and Address changes may be submitted via ACCmail at student.records@austincc.edu Students may continue to mail completed forms and copies of the documentation to ACC Admissions & Records, P. O. Box 15306, Austin, TX 78761-5306. A copy of a photo ID must accompany your emailed or 						
mailed request.						