NAME / ADDRESS CHANGE FORM

I.D. NO: ______________________________ DATE: _________________________________________________
LAST NAME: ___________________________ FIRST NAME: _____________________________ M.I.: _________

CHANGE OF ADDRESS

PERMANENT MAILING ADDRESS (Where you want to receive your mail)
STREET: ___________________________________________________________________________________________
CITY, STATE, ZIP: __________________________________________________________________________________
PHONE NO: (       ) _____________________________ CELL PHONE NO. (       ) _______________________________

Optional: LOCAL NON-PERMANENT ADDRESS (for university records only, not used for mailings)
STREET: ___________________________________________________________________________________________
CITY, STATE, ZIP: __________________________________________________________________________________
PHONE NO: (       ) _____________________________ CELL PHONE NO. (       ) _______________________________

CHANGE OF LEGAL NAME

Attach copy of Marriage License, Court Order or Photo Driver License
FORMER NAME: ______________________________________________________________________________________
(Prefix)  (First)    (Middle)    (Last)
NEW NAME: ______________________________________________________________________________________
(Prefix)    (First)    (Middle)    (Last)

After the name change has been processed, you may contact the IT HelpDesk by phone at (860) 832-1720, or by email at TechSupport@ccsu.edu to request a change to your CCSU email address. The Card Office, located in the Student Center, can issue you a new BlueChip card.

Please Note: A student’s preferred (non-legal) first name maybe recorded by the Office of the Registrar for use on selected internal non-official records. Please visit www.ccsu.edu/registrar to learn more.

STUDENT’S SIGNATURE: __________________________________ DATE: ____________________

Return To:
Office of the Registrar, Davidson Hall, Room 116, 1615 Stanley Street, New Britain, CT 06050
Fax (860) 832-2250  Email regstaff@ccsu.edu