

**PLEASE PRINT - BLACK INK ONLY**

## **Name/Address Change**

Date \_\_\_\_\_

Student ID # \_\_\_\_\_

Name Currently on File: \_\_\_\_\_

Name Changed To: \_\_\_\_\_

*Must provide appropriate documentations - see policy on reverse side*

Reason for Change \_\_\_\_\_

Address Currently on File: \_\_\_\_\_

Address Changed To: \_\_\_\_\_

Street

City

County

State

Zip

Check here to update ALL addresses on file, or check only those that apply :  Permanent  
 Billing  Diploma  Grades  International  Local  Temporary  Work (Students)

Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ SIGNATURE \_\_\_\_\_

This will update your student record. If you are registering for an online D2L class, please notify Technology at [d2lhelpdesk@anokaramsey.edu](mailto:d2lhelpdesk@anokaramsey.edu)

**PLEASE FILL OUT AND RETURN TO UPDATE YOUR RECORD WITH APPROPRIATE DOCUMENTATION**

N:\Ed Services\Records\Forms & Posters\Forms\ Name-address change form 2 sided 9-8-11.doc

## **NAME CHANGE POLICY**

Name change requests, including the addition or removal of a married name, **require appropriate legal documentation**. ***Appropriate legal documentation MUST include a passport or driver's license, Social Security card AND one of the following: a court order, marriage certificate, birth certificate. Make sure to bring the appropriate legal documentations with this form.***

Applicants should supply their full legal name when applying to Anoka-Ramsey Community College. The full legal name will then be recorded on the student's permanent record. At no time should a "nickname" be used. The full legal name will be recorded as it appears on their high school or college transcript unless other legal documentation is provided.

If a student is married at the time of admissions, any previous legal name supplied by the student will also be recorded on the permanent record. If a student is married after her/his admission, his/her name will be changed on their permanent record at the request of the student with appropriate documentation.

**Cambridge Campus**  
**Office of Records and Registration**  
300 Spirit River Dr S  
Cambridge, MN 55008  
Fax 763.433.1841

**763.433.1400**

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11200 Mississippi Blvd NW  
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