PLEASE PRINT - BLACK INK ONLY

ANOKA-RAMSEY COMMUNITY COLLEGE
CAMBRIDGE • COON RAPIDS

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

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

Coon Rapids Campus
Office of Records and Registration
11200 Mississippi Blvd NW
Coon Rapids, MN 55433
Fax 763.433.1401