

Marion Technical College

**NAME AND CONTACT INFORMATION CHANGE FORM**

Submit signed form in-person to the *Office of Student Records – TEC 108.*

**Photo ID required.**

If request form is mailed, e-mailed, or faxed, you must scan and include a current valid photo ID (i.e. driver's license) and provide the last four digits of your Social Security Number to the Registrar, Marion Technical College, 1467 Mt Vernon Avenue, Marion OH 43302 5694. EMAIL: [Registrar@mtc.edu](mailto:Registrar@mtc.edu) FAX: 740-725-4072

<b>Student ID Number:</b> <i>(PowerCAMPUS - required)</i>		<b>Birth Date:</b> <i>(required)</i>									
<b>Student Signature:</b> <i>(required)</i>		<b>Signed Date:</b> <i>(required)</i>									
<b>Last 4 digits of SSN:</b> <i>(required only if mailed, e-mailed, or faxed)</i>											
<b>PLEASE PRINT</b>	<b><u>CURRENTLY IN MTC RECORD</u></b>	<b><u>NEW DATA</u></b> <i>(Enter only, if changed)</i>									
<b>Last Name:</b> <i>(required)</i>											
<b>First Name:</b> <i>(required)</i>											
<b>Middle Initial:</b>											
<b><u>LOGIN &amp; E-MAIL CHANGE:</u></b> <i>My Info, My Mail, Blackboard (My Courses): A name change may result in your Login / User Name being changed. Your MTC e-mail address will change. If you wish to be notified when your change has been completed, you must provide a non-MTC e-mail address in the designated space.</i>											
<b><u>Non-MTC E-mail Address:</u></b> <i>(You will not be notified if valid e-mail address is not entered.)</i>											
<b><u>IN THE FIELDS BELOW, ENTER ONLY DATA TO BE CHANGED:</u></b>											
<b>New Street Address:</b>											
<b>New City:</b>											
<b>New State:</b>											
<b>New Zip Code:</b>											
<b>New Home Phone:</b>											
<b>New Cell Phone:</b>											
<b>New E-mail Address:</b> <i>(non-MTC)</i>											
<b>*** THIS AREA FOR MTC EMPLOYEE USE ONLY ***</b>											
<b>Processed &amp; Identity Verified by:</b> <i>(MTC employee name)</i>						<b>Date:</b>					
<b><u>ID VERIFICATION REQUIREMENTS -- ALL:</u></b> <i>PowerCAMPUS ID and birth date PLUS current valid photo ID – Attach copy. If NOT In-person: Same as above PLUS the last 4 digits of social security number.</i>											
<b>Verified Photo ID:</b>	<b>YES / NO</b>	<b>Social Security Number</b> <i>(last 4 digits):</i>									
<b>OSR -- Processed by:</b>		<b>OSR -- Date Entered &amp; Forwarded</b> (FA / IT):									
<b>IT -- Processed by:</b>		<b>IT -- Date Processed &amp; Notified:</b>									

**Login user names and MTC e-mail address changes will be processed the Friday prior to the start of the next term. Confirmation of change will be sent to the non-MTC e-mail address you provided.**