

Personal Data Change

Office of the Registrar



Cincinnati State, Office of the Registrar, Room 161 Main
3520 Central Parkway, Cincinnati, Ohio 45223 • Phone: (513) 569-1522 • Fax: (513) 569-1883

I, _____, request the information given to be changed in my student record.

My identification number is (SSN or Student ID): _____.

To comply with legal obligations I have included my signature for this request. _____
signature

Social Security Change (Must include a copy of your Social Security Card)

From: _____ - _____ - _____ To: _____ - _____ - _____

Name Change (Must include a copy of marriage license, divorce decree, court order name change)

From: _____ Jr. Sr. II III
Last First Middle

To: _____ Jr. Sr. II III
Last First Middle

Do you want a new network/email login? No Yes If yes, please allow five business days for processing.

Birth Date Change (Must include a copy of birth certificate or state driver's license or identification card)

From: _____ To: _____

Address Change

From: _____ To: _____
Number and Street Apt/Unit Number and Street Apt/Unit
City State Zip Code City State Zip Code
County County

Could this address change mean a residency status change regarding tuition charges? No Yes

Phone Number Change

Home - From: _____ - _____ - _____ To: _____ - _____ - _____

Business - From: _____ - _____ - _____ To: _____ - _____ - _____

Cell - From: _____ - _____ - _____ To: _____ - _____ - _____

Marital Status Change

From: _____ To: _____

For office use only

Does 'From' information agree with what system says? Yes No (If no, please indicate what changes were different in the 'From' boxes.)

Processed by: _____ Processed on: _____