



## Student Data Change

Please use blue or black ink.

Student ID Number							

OR

Social Security Number									
			-			-			

Last Name	First Name	MI

**Name Change**--Requests must be submitted to any campus A&R office. Original documentation is required as proof of name change. Acceptable documentation is listed on back of form. The student is responsible for changing name with BankMobile.

Name last enrolled under if different from above:
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**Social Security Number Change**--Requests must be submitted to any campus A&R office. An original social security card is required as proof of social security change.

<input type="checkbox"/> SSN or alternative ID number listed incorrectly on ACC records	Incorrect # _____ Student # _____
<input type="checkbox"/> New/Changed SSN or alternative ID number	Correct # _____ Student # _____

**Date of Birth Change**--Requests must be submitted to any campus A&R office. Original documentation is required as proof of DOB change. Acceptable documentation is listed on back of form.

Date of Birth									
		/			/				

**Change of Address**--This address will be used by ACC to mail all correspondence to students and to determine in-district or out-of-district residency for tuition purposes. All P.O. Boxes are out-of-district. Proof of in-district address is required. Acceptable documentation is listed on back of form.

Street Address			Phone Number		
			Home: _____		
			Work: _____		
			Cell: _____		
City	State	Zip Code	<b>A &amp; R Office Use Only</b>		

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_ Campus \_\_\_\_\_ Date \_\_\_\_\_  
Staff Member Initials

Hold(s) Removed:	Coded:
Changed by: (Staff Initials)	Date:
Audited by: (Staff Initials)	Date:

# ALL FORMS OF DOCUMENTATION MUST BE VALID

## Proof of Social Security Number

Social Security Card

An A&R staff member will attach a copy of the original card to the completed form.

## Proof of Date of Birth

One of the following:

- Driver's License or State ID
- US Government Issued ID
- Passport
- Birth Certificate

An A&R staff member will attach a copy of the original documentation to the completed form.

## Proof of Name

One of the following:

- Driver's License or State ID
- US Government Issued ID
- Passport
- Marriage Certificate
- Court documentation of legal name change

An A&R staff member will attach a copy of the original documentation to the completed form.

## Proof of Address

One of the following:

- Current Rental Lease\* - Student must be leaseholder or listed as occupant
- Property Deed
- Current Utility Bill (Electric, Water, Gas, Landline telephone) - Student must be account holder or listed on the account
- Current Cable Bill or Home Internet Service Bill - Student must be account holder or listed on the account
- Property Tax Statement
- Affidavit of Address\*\*

\*The entire signed lease must be presented to A&R office.

\*\*Student's Texas driver's license must reflect address on Affidavit. Original Affidavit may not be faxed.

Change of Address requests may be mailed, faxed, or submitted to any campus A&R office. Please mail completed form to ACC Admissions & Records, P.O. Box 15306, Austin, TX 78761-5306. You may also fax a copy of this form to the ACC campus of your choice. A copy of a photo ID must accompany your mailed or faxed request.

A&R Fax Numbers:

Cypress Creek 512/223-2048	Pinnacle 512/223-8122	Eastview 512/223-5900	Elgin 512/223-9588
Rio Grande 512/223-3444	Highland 512/223-7125	Riverside 512/223-6767	Hays 512/223-1898
Northridge 512/223-4651	South Austin 512/223-9152	Round Rock 512/223-0920	