

# Change of Name, Address/Phone Number Form

Return your completed form in person to the Enrollment Center, by fax to (505) 428-1468 or by mail to  
Enrollment and Student Services  
Santa Fe Community College  
6401 Richards Ave.  
Santa Fe, NM 87508-4887

Student ID A

Correct SS# \_\_\_\_\_  
(Proof Required\*)

Please print clearly.

**Current name on record** \_\_\_\_\_  
Last First MI

**Name change** \_\_\_\_\_  
(Proof Required\*) Last First MI

**Name correction** \_\_\_\_\_  
Last First MI

**Permanent address** \_\_\_\_\_  
Street Apt./Space#

City State ZIP

**Mailing address**  same as permanent address

PO Box/Street Apt./Space#

City State ZIP

**Phone numbers** \_\_\_\_\_  Home  Cell  Work

\_\_\_\_\_  Home  Cell  Work

**Student's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*For name or SS# changes, valid proof is required and must be submitted with this form. Examples of valid proof are: marriage certificate, birth certificate, driver's license, original social security card or court order for legal name change.

Students are responsible for keeping their mailing address, physical address and phone number current.

Changing your address may effect your residency status and tuition rate.

The college's district for tuition purposes matches the Santa Fe Public School District. In addition to Santa Fe, it includes Glorieta, Madrid, Cerrillos, Lamy, La Cienega, Galisteo and Tesuque.

Minimum residency for in-state tuition rates is 12 consecutive months. If you moved here from another state, your residency status for tuition purposes does not change automatically once you have lived here for 12 months – you must submit an in-state residency application and provide proof you have established residency to Enrollment and Student Services before the deadline to change your status (Section 21-1-3 NMSA, 1978 Comp).

For information about residency status for tuition purposes, call (505) 428-1270.

FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Current Residency/Term: \_\_\_\_\_ Revised Residency/Term: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_ Pending for term: \_\_\_\_\_

