

Student Record Change Request



Rowan College
at
BURLINGTON COUNTY

This form must be submitted using an RCBC student email by emailing registration@rcbc.edu, or by returning the form to the Registrar's Office in the Student Success Center (second floor) during normal business hours.

INFORMATION ON THE FILE

Please print the information below.

Name: _____
LAST FIRST MI

Check one: Mr. Mrs. Ms. Miss No Prefix

Student ID #: _____

Social Security No.: _____ - _____ - _____

Birthdate: ____/____/____
MM DD YYYY

Address: _____

CITY COUNTY

STATE ZIP

Home Phone #: (____) _____

Cell Phone #: (____) _____

Email: _____

CORRECTED INFORMATION

Please print only the corrected information below.

Name: _____
LAST FIRST MI

Check one: Mr. Mrs. Ms. Miss No Prefix

Student ID #: _____

Social Security No.: _____ - _____ - _____

Birthdate: ____/____/____
MM DD YYYY

Check one: I am changing my:

Residential Address Mailing Address

Address: _____

CITY COUNTY

STATE ZIP

Home Phone #: (____) _____

Cell Phone #: (____) _____

Email: _____

Please check off your verifying information:

Verifying information is required for all record changes. Your request will not be processed until verifying information is received. Only the documents listed below are acceptable.

Name Change:

- Updated Driver's License
- Marriage Certificate
- Legal Name Change Doc.
- Records Error (provide photo ID)

Social Security No:

- Social Security Card

Address Change Residential:

- Updated Driver's License
- Utility Bill
(e.g. gas, electric, water, sewer, not cable/internet)
- Lease Agreement
- Mortgage Statement
- City/County Tax Bill

*Residential address change may affect your tuition rate.

Address Change Mailing:

- Cable/Internet Bill
- Bank Statement
- Insurance Statement
(car, home, health)

Birthdate Correction:

- Driver's License
- Passport

Student Signature: _____ Date: _____

For Official Use Only

Processed By: _____ Date: _____ Notified Student: _____

Verifying Documentation is attached: Yes No