

# MINNESOTA STATE COLLEGE SOUTHEAST CHANGE OF STUDENT INFORMATION FORM

MSCS is asking you to provide private information in order to process your Change of Student Information Request. This information will be used to update your academic record. You are not legally required to provide this information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: to other schools in which you seek or intend to enroll, or are enrolled; to federal, state or local officials for purposes of program compliance, audit or evaluation; as appropriate in connection with your application for, or receipt of, financial aid; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law.

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Date

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Student ID Number

**Supporting documentation must be received if you are changing your name or Social Security Number. Proof of authenticity must include a picture ID and a Social Security card with name reflected on it.**

## NEW INFORMATION

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First Name

MI

Last Name

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Address

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City

State

Zip Code

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Permanent Phone Number

---

Personal Cell Number

## PREVIOUS INFORMATION

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First Name

MI

Last Name

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Address

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City

State

Zip Code

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Permanent Phone Number

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Personal Cell Number

## SOCIAL SECURITY NUMBER CHANGE

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Old

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New

\_\_\_\_ IT Help Desk  
\_\_\_\_ ISRS

\_\_\_\_  
Date

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Initials

Rev. 8/16 HD