



CHANGE OF NAME/ADDRESS/EMPLOYER FORM

It is the responsibility of the student to provide correct permanent and present mailing address information at all times and on all documents at the College. Failure to do so constitutes falsification of information, a breach of the Honor Code. Any name changes must be accompanied by a copy of the student's new social security card reflecting the new name.

You may change your address/phone number with the Registrar's office in the one of the following ways. (Name changes can only be in writing with a copy of the new social security card attached.):

- Go to the Registrar's Office, 6151 Powers Ferry Rd NW, Suite 170, Atlanta, GA 30339.
- Mail this form to the Registrar's Office (see address above).
- Email the Registrar from your Shorter student email account (not from an outside account), bpotasz@shorter.edu.

Date:	SSN/Student ID number	Date of Birth	Last Cohort Number
Last Name:	First Name:	Middle Name:	Maiden Name:
New Last Name:	First Name:	Middle Name:	
New Home Address: Number and Street		City	State/Zip Code
New Work Address: Employer Name, Number and Street		City	State/Zip Code
Home phone:	Work Phone	Shorter email address:	Cell Phone:
Signature: _____			

***STUDENT SIGNATURE IS REQUIRED. STUDENTS ARE STILL RESPONSIBLE FOR ENSURING THAT OTHER COLLEGE DEPARTMENTS HAVE THEIR NEW ADDRESS AND NAME CHANGE INFORMATION.**
 Rev. 12/4/07 BP