

Current Full Name: \_\_\_\_\_ Date: \_\_\_\_\_ UTC ID: \_\_\_\_\_

### Information Update

UTC Records Office, 109 Race Hall  
615 McCallie Avenue, Dept. 5155  
Chattanooga, TN 37403  
Ph: (423) 425-4416 Fax: (423) 425-2172

Please check the appropriate box or boxes below:

- |  |                                    |                                  |
|--|------------------------------------|----------------------------------|
| <input type="checkbox"/> Undergraduate                 | <input type="checkbox"/> Graduate  | <input type="checkbox"/> Athlete |
| <input type="checkbox"/> Veteran                       | <input type="checkbox"/> Transient | <input type="checkbox"/> Alumni  |
| <input type="checkbox"/> Incoming Student – Term _____ |                                    |                                  |

**Directions:** Please indicate all changes to be made to your academic record and sign your name at the bottom of the page. Any address or phone number changes must be made through MyMocsNet.

I. **Name Change Request:** Must attach official, legal documentation that shows why a name change has occurred. (Ex: divorce papers, marriage certificate, etc.)

New Name: \_\_\_\_\_  
LAST FIRST MIDDLE

II. **Date of Birth Correction:** Must attach a copy of your Driver's License or Birth Certificate

Wrong DOB: \_\_\_\_\_ Correct DOB: \_\_\_\_\_

III. **Social Security Number Correction:** Must attach a copy of your Social Security Card

Wrong SSN: \_\_\_\_\_ Correct SSN: \_\_\_\_\_

*I request the above changes be made to my academic record.*

Student Signature: \_\_\_\_\_