



# Change of Student Information

This form updates information in your student record only. If you are also a CCBC employee, complete the Personal Information Form (PIF) and submit to the Human Resources and Payroll offices to update your employment records.

CCBC campus (check one):  Catonsville  Dundalk  Essex  Hunt Valley  Owings Mills  Randallstown

Student Name \_\_\_\_\_ CCBC ID # \_\_\_\_\_

Date of Birth (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_.

EMERGENCY CONTACT (child, friend, guardian, parent, relative, spouse/partner, other)		
Name _____	Relationship _____	Phone _____

NAME CHANGE - Submit marriage license, court order, divorce decree, government issued ID (driver's license, valid (non-expired) passport, military ID)			
Current Name	Legal Last _____	Legal First _____	MI _____
Change To	Legal Last _____	Legal First _____	MI _____
Preferred	First name _____ * Preferred name will not appear on transcripts, SIMON class rosters, tax, billing or financial aid information.		

CHANGE OF RESIDENCE, EMAIL ADDRESS OR TELEPHONE NUMBER			
FORMER		NEW	
Street _____	Apt.# _____	Street _____	Apt.# _____
City or County _____		City or County _____	
State _____	Zip _____	State _____	Zip _____
Email Address _____		Email Address _____	
Telephone _____	Work _____	Telephone _____	Work _____
Home _____	Cell _____	Home _____	Cell _____

## DETERMINATION OF BALTIMORE COUNTY OR STATE OF MARYLAND RESIDENCY

By signing this form, I certify that I live or have lived in the city, county or State of Maryland **for at least three months before the published start date of the semester or session of my enrollment.** My residency eligibility is supported by my physical presence and possessions and by providing two or more different forms dated three months before the first day of the semester or session. For details visit [ccbcmd.edu/catalog](http://ccbcmd.edu/catalog)

- State ID or information card for ID
- Utility bill (gas/electric/phone, cable)
- Bank statement
- IRS tax transcript
- Vehicle registration card
- Voter's registration card (Additional documentation may be required.)
- Pay stub with current address
- Current lease, rental agreement or deed of residence

The domicile of a person who received more than one-half of his/her financial support from others in the most recently completed year is the domicile of the person contributing the greatest portion of support, with regard to whether the parties are related by blood or marriage. A student who is under 18 years of age must claim his or her parents or legal guardians.

(Documents presented after the last day of the third week of classes, or after 20% equivalence of the semester or session, will be considered for the next term.)

My residency is:  Baltimore County  Other Maryland county or Baltimore City  International or out-of-state

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Electronic signature:** By typing your name on the signature line, you are signing this request electronically. You agree that your electronic signature is the legal equivalent of your manual/handwritten signature and is as valid as signing the document in writing. You are also confirming that you are the person authorized to make this request.

ESC or RO \_\_\_\_\_ Date \_\_\_\_\_ Student submitted documents to change residence:  Yes  No

Effective:  Winter  Spring  Summer  Fall Year \_\_\_\_\_