



## Change of Name, Address, or Campus Form

NOTE: To change your residency status, it requires additional documentation. Contact Tracy Evans, Director of Enrollment Services by email, [tevans@newriver.edu](mailto:tevans@newriver.edu) or the Office of Admissions on your campus to request an application. To be reclassified for a particular semester, the application and all required documentation must be submitted (2) two weeks prior to the last day for payment of tuition and fees. This date may be found on the Academic Calendar.

<b>Name:</b>			<b>ID Number:</b>			<b>Date:</b>		
<b>Select Type(s) of Change:</b> <input type="checkbox"/> Name <input type="checkbox"/> Mailing Address <input type="checkbox"/> Campus <input type="checkbox"/> Marital Status								
<b>Name</b>								
<b>Name</b>						<b>Name After Change</b>		
Last                      First                      MI						Last                      First                      MI		
A change of name requires a copy of marriage license, divorce decree, or other legal evidence. <b>Without legal documentation, the change will not be processed.</b>								
<b>Marital Status:</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er)								
<b>Mailing Address</b>								
<b>Former Mailing Address</b>						<b>New Mailing Address</b>		
Street, Apt #, PO Box						Street, Apt #, PO Box		
City, State, Zip						City, State, Zip		
<b>Phone Number</b>								
<b>Former Phone Number</b>						<b>New Phone Number</b>		
Home: (    )    -						Home: (    )    -		
Cell: (    )    -						Cell: (    )    -		
Work: (    )    -						Work: (    )    -		
<b>Change of Campus</b>								
<b>Former Campus</b>						<b>New Campus</b>		
<b>Personal Email Address</b>								
<b>Current Personal Email:</b>								
Information specific to your student status or account will only be sent to your college email account.								
<b>RETURN COMPLETED FORM USING ONE OF THE OPTIONS BELOW:</b>								
<b>Mail:</b> Office of the Registrar 280 University Drive Beaver, WV 25813			<b>Email:</b> <a href="mailto:registrar@newriver.edu">registrar@newriver.edu</a> <b>Fax:</b> (304) 929-6719			<b>In Person:</b> Office of the Registrar at the Raleigh Co. Campus or the Office of Admissions at all other locations		
<b>For Office Use Only:</b>								
Date entered:						Entered by:		