



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, 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.

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

SUBMIT

Updated: 08/12/2016
Office of the Registrar