

**GENESEE COMMUNITY COLLEGE
RECORDS OFFICE
INFORMATION CHANGE FORM**

Please **PRINT** your name and GCC I.D. number on the lines provided. Fill in any new information as needed. *Please note: Changes to name, date of birth, & social security number will **require a picture ID** and 'legal' proof for the change, such as a Social Security Administration issued card etc.*

To change your permanent address, please contact the Business Office (585) 343-0055 ext. 6212

NAME: _____ DATE: _____

I.D.# _____

NEW INFORMATION ONLY:

TEMPORARY ADDRESS

This is the address where you wish to receive mail during the school year only. Only indicate a temporary address if you wish to receive your mail at a different address during the academic year. All temporary addresses will have an end date of June 1 unless you notify us of an earlier date. You must update your temporary address each academic year.

I will reside at this temporary address between these dates:

Start: ____/____/____ End: ____/____/____

MAILING ADDRESS

as of this date: ____/____/____

All students must maintain an up-to-date mailing address. *Your mailing address will not expire and **will be the primary address used for most College communications.*** It will also be used for mail after graduating or leaving the college.

To change your **PERMANENT ADDRESS**,
please contact the Business Office at
(585) 343-0055 ext. 6212 or
BusinessOffice@genesee.edu

I would also like to update the following information:

Item:

- _____ Home phone
- _____ Cell phone
- _____ Date of Birth
- _____ Last Name
- _____ Other: _____

My Information:

Student Signature _____