



INFORMATION CHANGE FORM

Return to Enrollment Services/Records & Registration Office, Tanis Bldg
Email records@nmc.edu or fax (231) 995-1956

NAME _____ NMC ID: _____
Print

EMERGENCY CONTACT

Emergency Contact Name _____ Phone Number _____
Print

NAME CHANGE

Requesting a legal name change requires formal documentation such as a court order, marriage certificate or driver's license.
Requesting a preferred first name does not require documentation.

Current Name Legal Last _____ Legal First _____ MI _____

Change To Legal Last _____ Legal First _____ MI _____

Preferred First Name _____

* Preferred name will appear on Moodle, MySuccess, class rosters, Dean's List and (unofficial) Study Transcripts

GENDER CHANGE:

Gender: Male Female Non-Binary Intersex Transgender Prefer Not to Say

Pronouns: He/Him She/Her They/Them Ze/Zir Other Prefer Not to Say

Prefix: Dr. Mr. Ms. Mrs. Mx. Rev. Prefer Not to Say

* To update your legal sex please email a copy of your new birth certificate to records@nmc.edu

ADDRESS CHANGE

****IMPORTANT** Changing your address to in-district does not automatically change your tuition rates to in-district.** A Petition for Review of Residency Status must be completed and reviewed by the Records Office for possible approval at least one week before the semester begins. More information and a link to the residency petition can be found at NMC.edu/Residency, or call 231-995-1053 with questions.

Address Type:	<input type="checkbox"/> Permanent Address: (Choose if this is the primary address where you live and receive mail)	<input type="checkbox"/> Mailing Address: (Choose if this is not where you live but is the address where you receive your mail)	<input type="checkbox"/> Local Address: (Choose if this is a temporary address you live at while school is in session and where your mail should be sent during that time)
Street Address			
City	State	Zip Code	Country
Phone			

EMAIL CHANGE - NMC correspondence will be sent to your NMC email (<NMC ID>@mail.nmc.edu). You may forward your emails to your personal email address. NMC will record your personal email in our database system.

EMAIL address _____
Print

I have submitted my Graduation Application. Please update with this information.

Student Signature _____ **Date** _____