

# CHANGE OF INFORMATION FORM

Current Student

Former Student

New Student

ctcLink ID Number	Last Name	First Name	Middle Initial
Previous SID # (if applicable)	Previous Name (if applicable)		

**PLEASE COMPLETE ONLY THE INFORMATION BELOW THAT NEEDS TO BE CHANGED**

<b>New</b> Last Name	<b>New</b> First Name	<b>New</b> Middle Initial
<b>New</b> Address: Street	City	State Zip
<b>New</b> Contact Numbers		
Cell Phone:	Other Phone:	
ctcLink ID Number <i>or</i> Social Security Number		
Incorrect:	Correct:	
Miscellaneous Changes: Email, Citizenship, Gender, Etc.		

\_\_\_\_\_ **Student Signature (Required)** \_\_\_\_\_ **Date**

OFFICIAL USE ONLY:	Received by _____	Date _____
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**What personal information needs to be changed?**

You should always keep your student information current. This includes your name, address, telephone number and email address.

**How do I change my personal information?**

You can make changes to most of your personal information online by logging into your ctcLink Student Homepage account at [www.cptc.edu/mycc](http://www.cptc.edu/mycc), then select 'Profile'.

**How do I change or update my Social Security Number?**

To make a change or to update your Social Security Number, you must submit valid documentation from the Social Security Administration and provide proof of identification.

**How do I change my name?**

If you have a name change, you must submit one of the following documents supporting your name change with this form.

- Government issued ID
- Divorce decree
- Marriage certificate
- Court order document