

Change Form For Name/Address/Phone

To change your name on your permanent record, this completed form must be returned and accompanied by two (2) forms of legal documentation. If the your name changed as a result of marriage, the marriage license must be one of the documents.

TYPE OF CHANGE: check all that apply

☐ Name

☐ Address

☐ Phone Number

Finlandia ID _____

Today's Date _____

Name Currently on File _____

Last

First

MI

NAME

New Name _____

Last

First

MI

ADDRESS

New Address _____

Street Address, PO Box

City

State

Zip

PHONE

New Phone Number _____

Address changes for paychecks and W-2s must be made separately in writing to the payroll department.

*All communication from financial Aid, Student Accounts, and the Registrar's Office will be mailed to the home address on file. Student **may not** use the college address as their permanent home address.*

Signature (typed signatures will **not** be accepted)

Date

By signing, I certify that the above information is true and correct to the best of my knowledge

Registrar's Office Use Only

Rec'd By _____ Date Entered _____