

REQUEST FOR CHANGE OF INFORMATION

LAST NAME

PROCEDURES

- (1) Accomplish two (2) copies of this form—Request for Change of Information (Form No. RE-10-201508).
- (2) Submit this form together with the required documentary support (please see below for list for specific cases) to the Enrollment Office. Additional documents may be requested subsequently.
- (3) Secure the duplicate copy. To be valid, the copy must bear the stamp of the University Registrar when the request was filed and the signature of the staff.