THE COLLEGE of IDAHO

Information Change Form

Please fill out this form to update your information at The College of Idaho. Due to the information involved, this document needs to be returned in person to one of the following offices for verification purposes:

For Students: Yote Stop, 2112 Cleveland Blvd. Box #67, Caldwell, ID 83605 • 208.459.5400
For Employees: Human Resources, 2112 Cleveland Blvd. Box #54, Caldwell, ID 83605 • 208.459.5685

Prefix: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Mx. ☐ Dr. ☐ Other: _____

Current Name: _____ ID#: _____ Date: _____
Last First M.I

☐ Address Change

Previous: _____
Street Address Apt #

_____
City State Zip

New: _____
Street Address Apt #

_____
City State Zip

This Change Effects: ☐ Myself ☐ Mother ☐ Father ☐ Both Parents ☐ Spouse/Partner

To complete a legal name change, you must provide a copy of your driver's license, social security card, marriage license, or Legal Name Change form. Your name will not change without the required documentation. Preferred name changes will cause changes to your Network Login, Email, and WebAdvisor accounts as well as how your name is displayed via WebAdvisor.

☐ Legal Name Change

Prefix: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Mx. ☐ Dr. ☐ Other: _____

Legal Name: _____
Last First M.I

☐ Preferred Name Change

Prefix: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Mx. ☐ Dr. ☐ Other: _____

Legal Name: _____
Last First M.I

☐ Phone Number Change

Former Phone Number#1(Cell): _____ New Phone Number #1(Cell): _____

Former Phone Number#2(Home): _____ New Phone Number #2 (Home): _____

This Change Effects: ☐ Myself ☐ Mother ☐ Father ☐ Both Parents ☐ Spouse/Partner

☐ Email Change

Former Email: _____

New Email: _____ Type: ☐ Personal ☐ Work

_____ _____
Signature Date

10/04/17 SR