



NOTICE TO CHANGE STUDENT RECORDS

100 University Pkwy. Macon, GA 31206

Submit completed form to registrar@mga.edu

Name:

MGA ID:

Change of Name/Gender*

**Student must provide legal documents with a change of name. Legal documents accepted are Marriage Certificate, Divorce Decree, Court Documents, and Driver's License, Social Security Card, or other legal documents approved by MGA.*

Current Name:

Last

First

Middle

New Name:

Last

First

Middle

Current Gender:

New Gender:

Important: If you would like your name change reflected in your network account, including email and personal web pages (WebDAV), you must contact the Office of Technology Resources at 478-471-2720.

Change of Address/Phone Number

Current Address:

Street/P.O. Box

Apt. #

City

State

Zip

New Address:

Street/P.O. Box

Apt. #

City

State

Zip

Current Phone #:

New Phone #:

Change of Social Security*

**Requires your current original Social Security card (no copies accepted) AND a government-issued photo ID. If you do not have an old SSN please enter N/A*

Old SSN:

New SSN:

Change of Citizenship Status

**Requires appropriate documentation such as copy of permanent resident card (Green Card) or naturalization certificate*

Current Status:

Requested New Status:

Student Signature:

Date:

Office of the Registrar Use Only

Processed by Registrar's Office:

Date: