

Greenville Technical College Personal Information Change Form

Your signature and a valid state-issued ID/driver's license are required to make any changes to your student information.

***REQUIRED INFORMATION**

*NAME: _____ *SOCIAL SECURITY/GTC STUDENT ID#: _____
 LAST FIRST MIDDLE

Mailing Address Change – *Current students update their address through 'User Options' in Self-Service in GTC4me. Updating your address will not change your residency status. Residency status determines the rate at which you are billed tuition. To change residency status, a separate application for reclassification must be completed with proper documentation through Enrollment Services.*

Address:		Apt:	
City:	Zip Code:	State:	County:

Name Change – *You must provide a copy of your driver's license or state-issued ID card and/or social security card reflecting the new name.*

Former Name:	New Name:
Reason for change:	

Social Security Number (SS#) Correction – *Must provide a copy of your driver's license or state-issued ID card AND social security card*

Former SS#:	New SS#:
Reason for change:	

Contact Information

New Email Address:	New Phone Number:
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Student Signature: _____ **Date:** _____

**** This form and the required documentation indicated should be submitted for processing to GreenvilleTech@gvltec.edu. Please allow up to 48 hours for processing.**

FOR GTC OFFICE USE ONLY

GTC Staff Signature: _____ Date Processed: _____