

# RECORDS CHANGE FORM



*Please print clearly. IF you are a work-study or Ready to Work student and are requesting a change other than home campus, discard this form and make necessary changes in the Human Resources Office (Maysville Campus, A-263A) with Sandra Estill.*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
(current; or former, in case of name change)

College Campus: \_\_\_\_\_ (Required)

SS#: \_\_\_\_\_ (Required)      Student ID#: \_\_\_\_\_ (Required)

## ADDRESS CHANGE

Address1: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

## NAME CHANGE

*Presentation of a new Social Security Card is REQUIRED for a name change. Please attach a photocopy of the new card with the new name.*

Former name: \_\_\_\_\_

New name: \_\_\_\_\_

## HOME CAMPUS CHANGE

Current Home Campus: \_\_\_\_\_

New Home Campus: \_\_\_\_\_

Signature: \_\_\_\_\_

Licking Valley Campus  
319 Webster Avenue  
Cynthiana, KY 41031  
859-234-8626

Maysville Campus  
1755 US 68  
Maysville, KY 41056  
606-759-7141

Rowan Campus  
609 Viking Drive  
Morehead, KY 40351  
606-783-1538