



**INSTITUTE OF
TECHNOLOGY**

STUDENT INFORMATION CHANGE

Please print all information

Office of Admissions
1801 East 4th Street
Okmulgee, OK 74447

(918) 293-4680
Fax: (918) 293-4643

Educational records should be maintained under the student's full, legal name. Official university documents, such as transcript and the diploma, will be issued under the name listed in the student information system. In the event of an error or a legal name change, students may change the name on their university academic record by presenting appropriate legal documentation and this form to the Office of Admissions. This form should be submitted in person with appropriate original documentation.

Student's Name _____

Student ID _____

Please update the following information on my student records.

Name Change:

Current Name (as listed in system) _____

New Name _____

Include appropriate documentation for any changes in your student data (i.e. marriage certificate, divorce decree, social security card, etc.)

ID Number Change:

Current ID number (as listed in system) _____ Correct ID number _____

Local Address Change:

Street Address _____

City _____ State _____ Zip _____

County _____ Phone _____

Permanent Address Change:

Street Address _____

City _____ State _____ Zip _____

County _____ Phone _____

Student's Signature: _____

Date: _____