

The Sage Colleges

Request for Change of NAME/ADDRESS/TELEPHONE NUMBER

Sage ID#: _____

Name: _____

I am requesting that you change my (circle ALL that apply):

NAME ADDRESS TELEPHONE NUMBER

Name changes require official documentation (Driver's license, SS card, marriage certificate, divorce decree, court order, etc.)

Old Name: _____ **New Name:** _____

If you would like your email address changed to reflect your name change please contact the Helpdesk.

Please indicate which **Address(es)** and/or **Telephone Number(s)** we should change (circle all that apply):

H – Home (Permanent or parent's address)
Typically used for Financial Aid, 1098T
and W-2 type mailings.

L – Local (Off campus address)
Used for local contact purposes.

EME – Emergency
Contact information for someone other than yourself.

B – Business
Address of current employment.

Note: A single address can serve as multiple address types.

OLD Information: _____

(if necessary)

Type: _____

Phone: _____

NEW Information: _____

Type: _____

Phone: _____

Individual's Signature: _____ Date: _____

Office use only

Home address should always be marked as 'preferred' address

Corrections to address(es) do not need history maintained. Change of address(es) need to have address history maintained. Ensure old address is not marked as 'current'.

Date changed entered: _____ Office code: _____ Employee initials: _____