



Please PRINT CLEARLY to assure an accurate update of your records.

STUDENT NAME:

(LAST)

(FIRST)

(M.I.)

STUDENT ID #:

\_\_\_\_\_

Have you ever received Financial Aid at BCC?  Yes  No

**CHANGE OF ADDRESS:**

Photo ID reflecting your new address is required in order to process this request.

New Address:

\_\_\_\_\_  
(Street or P.O. Box)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(County)

New Phone(s):

\_\_\_\_\_  
(Home Number – if applicable)

\_\_\_\_\_  
(Cell Number – if applicable)

If you are moving from OUT OF MONMOUTH COUNTY to IN MONMOUTH COUNTY, you must fill out a Certificate of Residency Form and provide required documentation. In order to qualify for the in county rate, you must have resided in Monmouth County for more than one (1) day within the Add/Drop period of the enrolled semester.

**CHANGE OF NAME:**

LAST NAME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ MIDDLE INTITIAL: \_\_\_\_\_

In order for the Records Office to process this change, it is necessary for you to be currently enrolled and to submit ONE of the following required proofs:

1. Court ordered name change
2. Marriage certificate
3. Divorce decree (it must specify name to be used)
4. Social Security Card with new name
5. U.S. Passport with new name

**CHANGE OF SOCIAL SECURITY NUMBER:**

In order for this change to be processed, you must bring your original Social Security Card.

INCORRECT #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CORRECT #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_