



# Address Update and Name Change Form

Student Name: \_\_\_\_\_ GCID: 911-\_\_\_\_\_

**Complete only the sections of this form that need to be updated.**  
**Sign the form and submit it to the Registrar's Office at Registrar@GCSU.edu or 478-445-8535 (fax).**

Please update my **mailing (local) address**.

Street: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Please update my **permanent (home) address**.

Street: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Please update my **parent/guardian address(es)**.

Parent Name \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Parent Name \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

I have applied for graduation. Please change the **address where my diploma will be mailed**.

Street: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Please change my name.**

From: \_\_\_\_\_

To: \_\_\_\_\_

*All name change requests must include legal documentation, such as a marriage license, divorce decree, or court order with a photo ID. If you are a graduation candidate and want this new name listed on your diploma when it is issued, initial here:* \_\_\_\_\_

*If you are requesting a new email address as part of your name change, please initial here:* \_\_\_\_\_

**Please list this as my preferred first name on my records:**

Name: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_