

9101 Fayetteville Road
Raleigh, NC 27603-5696

I am a Student Vendor Employee

- If a student, submit form to Enrollment and Records Services.
- If a vendor, submit form to Business Services.
- If an employee, submit form to Personnel Records.
- Changes will be processed within 2-3 business days.

My record information is currently listed as:

Last Name	First Name	Middle Name
Colleague ID	Date of Birth	XXX-XX- Social Security Number

Please make the following changes to my permanent record information:

Change my name to: _____
Last Name
First Name
Middle Name

Reason: Marriage Court Action Other
Copy of the legal document authorizing the name change must be attached to process change.
Name changes do not affect your user ID for my.waketech.edu.
To request a change of your user ID, please contact ITS at 919-866-7000.

Change my address to:

_____ Street Address

_____ City, State, Zip

Change my social security number to: _____ - _____ - _____
Copy of social security card must be attached to process change.

Change my email address to: _____ @ _____

Change my home phone to:	Change my business phone to:
(_____) _____ - _____	(_____) _____ - _____

Change my birth date to:

M
M
D
D
Y
Y
Y
Y

Proof of birth date must be provided.

Authorization

I hereby authorize Wake Technical Community College to change my permanent record information as indicated above.

Signature	Date
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For Office Use Only

Updated in Colleague	Staff Initials
Date	Staff Initials