

Demographic Data Change Form

If change of address affects residency status, evidence must be provided to the Registrar.

I am requesting:

- Name change Gender change Address change-does this change residency status-Yes No
 E-mail change Phone # change MyCampus/CRAB Access Request

(Legal Name changes and address changes affecting residency require supporting documentation)

My role at Chesapeake College is: Student Former Student Graduate Employee

Legal Name: _____

Last
First
Middle

Former/Maiden name: _____ **Preferred Name*:** _____
 (if applicable) (if other than legal name)
 *Preferred names will show in Canvas but legal names will appear on official documents such as transcripts or diplomas

Social Security #: _____ / _____ / _____ **or Chesapeake ID #:** _____
 (Do not include your SSN if you are emailing this form)

Mailing Address: _____ **Apt #** _____

City
State
Zip

County of residence: _____ **Previous county of residence if submitting an Address change:** _____
Length of time at new address: _____

Phones - Home: _____ **Work:** _____ **Cell:** _____

E-mail address: _____
By providing your e-mail address, you are consenting to allow Chesapeake College to e-mail you periodic information related to Chesapeake College Activities.

Signature: _____ **Date:** _____
*My signature certifies that I am in compliance with Chesapeake's residency policy as stated in the catalog.
 If change of address affects residency status, evidence must be provided to the Registrar*

Mail to: Registration Office, Chesapeake College, P.O. Box 8, Wye Mills, MD 21679, Fax to: 410-827-5852,
 or scan and Email to: registration@chesapeake.edu (do not email if including your SSN)

FOR OFFICE USE ONLY --- DO NOT WRITE BELOW THIS LINE

Supporting Documentation required with Legal Name change, SSN or Tax ID# change, or Address Residency Change

- Driver's License Passport SSN Card Court Order Marriage License
 Other Gov't Documentation Copy of Lease (12 month lease required) Deed

Verified by: _____ Date: _____

- Name changed Mail Name changed IT Ticket #: _____ Date: _____