

Change of Name, Address, Email or Phone Number

Western Dakota Tech
800 Mickelson Dr.
Rapid City, SD 57703

Student's Name: _____ ID#: _____

New Address: _____
Street or Box # City State Zip

New Address: ☐ Legal Home/Permanent ☐ Current/Temporarily Living

New Email: _____ New Phone Number: _____ ☐ Home ☐ Cell

Name changed to*: _____ Current Marital Status: ☐ Married ☐ Single

Student email addresses will be updated to the new first.last@student.wdt.edu by the IT Department within 48 hours.

Emergency Contact Change: ☐ Yes ☐ No Emergency Contact: _____

Emergency Contact Phone Number: _____ ☐ Home ☐ Cell ☐ Work

Student's Signature: _____ Date: _____

**Must present documentation of the name change. Documents accepted include Marriage Certificate, Certified Record of Divorce, Certified Court Order, valid unexpired U.S. Passport issued in your current name, or Social Security Card issued in your current name.*

Office Use Only Entered by: _____
Initials Date

☐ Records Management Group Notified ☐ IT Services Notified ☐ Current Instructors Notified

07/2019