



Admissions Office  
 P.O. Box 1101, Richlands, VA 24641-1101  
 Phone: 276.964.7238 Fax: 276.963.3450

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## CHANGE OF NAME, ADDRESS AND/OR TELEPHONE NUMBER

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For Name Changes please attach a valid form of identification (social security card, driver's license, etc.) reflecting current name. SWCC employees must submit name changes to the Human Resources Office.

Please print the following information:

**OLD INFORMATION:** (as shown on student record)

Name: \_\_\_\_\_  
Last Name First Name Middle

Emplid or SSN: \_\_\_\_\_

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**NEW INFORMATION:**

Name: \_\_\_\_\_  
Last Name First Name Middle

Mailing Address: \_\_\_\_\_

County of Residence: \_\_\_\_\_

How long have you lived in Virginia? \_\_\_\_\_

Phone Number(s): Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Admissions Office Use Only

Processed By	
Date	
Scanned	