

# English Language Center CHANGE OF INFORMATION

(Name, Address, Phone number, E-mail, Emergency Contacts)

**Directions:** Please print and complete all information that needs to be changed and/or added.

HCC ID Number

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Name

\_\_\_\_\_

Last

First

Middle

Enrollment type

English Institute (EI)

English as Second Language (ESL)

## NEW ADDRESS (IN UNITED STATES)

Street Name & Number \_\_\_\_\_ Apt./Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County (e.g. Howard, Montgomery, etc.) \_\_\_\_\_

## NEW ADDRESS (IN HOME COUNTRY)

Street Name & Number \_\_\_\_\_ Apt./Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country (e.g. South Korea, Brazil, etc.) \_\_\_\_\_

## NEW PHONE

Home (\_\_\_\_\_) \_\_\_\_\_  
(area code)

day

evening

Cell (\_\_\_\_\_) \_\_\_\_\_  
(area code)

day

evening

## NEW E-MAIL

\_\_\_\_\_

## NAME CHANGE (Complete only those portions of name to be changed)

Last (Family) \_\_\_\_\_

First \_\_\_\_\_

Middle \_\_\_\_\_

### Office Use Only

	Processor	Date
C		
D		
S		

## NEW EMERGENCY CONTACT(S)

ADD/CHANGE TO:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Last First

Home (\_\_\_\_\_) \_\_\_\_\_  
(area code)

day

evening

Cell (\_\_\_\_\_) \_\_\_\_\_  
(area code)

day

evening

Email \_\_\_\_\_

To the best of my knowledge, all the information I have provided on this form is correct. I understand that deliberate falsification of information pertaining to my records could be sufficient grounds for dismissal from the college.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_