



Central Ohio Technical College

The Gateway – Student Records

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cotcrecords@cotc.edu

Personal Data Change Form

Submit this form to The Gateway to update your personal demographic information.

Please note that for name changes, you will need to submit your Social Security Card as documentation.

For date of birth changes, you will need to submit your birth certificate and/or driver's license.

Last Name

First Name

Middle Name

Student ID

Update the following information:

- Name
- Date of Birth
- Other: Please Specify Below _____
- Directory
- Address and/or Phone*
- Personal Email

I am:

- Currently Enrolled
- Former/Returning Student
- New Student
- Graduate

Previous Name: _____ Updated Name: _____

New Address (Street, City, State, Zip Code, County): _____

Old Address (Street, City, State, Zip Code, County): _____

Primary Phone Number*: _____ Landline Mobile

Secondary Phone Number*: _____ Landline Mobile

**Any other phone numbers in your account will be removed if not listed on this form.*

New Personal Email Address: _____ Date of Birth Correction: _____

Change of Directory Information: May COTC release your name, college major, dates of enrollment, degree(s), awards (including honors list), hometown, and veteran or military status upon request? Yes No

Student Signature

Date

Gateway Use Only:

For address, phone, email address changes processed:

CRI Code RGCPERDC added with status of "Received"

For name, social security number, date of birth, directory release changes:

CRI Code RGCPERDC added with status of "Not Reviewed"

Processed by: _____

Date: _____