Central Ohio Technical College

The Gateway – Student Records
1179 University Drive, Newark, OH 43055
Phone: 740-364-9594 ■ Fax: 740-366-9160
cotcrecords@mail.cotc.edu

<u>Personal Data Change Form</u>

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: **I am:**
☐ Name   ☐ Directory   ☐ Currently Enrolled   ☐ New Student
☐ Date of Birth   ☐ Address and/or Phone*   ☐ Former/Returning Student   ☐ Graduate
☐ Personal Email   ☐ Nickname/Preferred Name
☐ Other: Please Specify _____

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: _____

I would like to automatically be awarded degrees and certificates as I earn them.   ☐ Yes   ☐ No

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" ☐

For Nickname/Preferred Name updates, must update both Preferred Name and Nickname fields in Bio.

Processed by: _____   Date: _____

Revised 04/25/17