

# **Information Update Form**

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## **Acceptable Forms of Documentation**

(All documentation must be in the student's name)

All address changes are updated by the student in Student Portal/Student Self-Service.

A copy of a valid Driver's License (front and back) is required and must be included with all documents submitted for all of the categories listed below.

### **Name Change** (Choose One from the List)

- Marriage License
- Divorce Decree with name change
- Birth Certificate (to correct misspelling)
- Court Petition for Change of Name

### **Date of Birth**

- Birth Certificate
- US Passport (International Students Only)

### **Social Security Number**

- Original Social Security card (front and back)

### **In-District Residency (Documents must prove student has been living In-District for 3 Months prior to the start of the upcoming semester)**

- Valid MI Driver's License or MI ID Card **And one of the following documents:**
- Automobile Registration (with street address)
- Auto Insurance Certificate (with name and address)
- Voter's Registration (front and back)
- Previous Year's Paid Tax Receipt (with name and address) Example: IRS Tax Return Transcript; Paid City Tax Receipt **Bills and pieces of mail are no longer acceptable documentation for Proof of In-District Residency**

When complete, please attach this form and all documentation in a .pdf or .jpeg format to an email to [registrar@hfcc.edu](mailto:registrar@hfcc.edu) for processing. **Incomplete or illegible forms will not be processed.**



## Registration and Records

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Henry Ford College • 5101 Evergreen Road • Dearborn, MI 48128 • p. 313.845.6403 • f. 313.845.6464 • registrar@hfcc.edu

### Student Information

Student ID Number (Use Social Security Number if you do not know your student id number):

\_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please check the following to indicate which piece of information you wish to be updated. See below for acceptable forms of documentation.

Name Change  Date of Birth  Social Security Number  Tuition Rate Change

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_