



PERSONAL INFORMATION UPDATE

This signed form may be returned by one of the following options:

- In Person: take to any registration site at Hillsboro or Arnold (bring photo ID)
- Mail: Office of Registration & Student Records, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050
- Jeffco E-mail: send to register@jeffco.edu along with a copy of your photo ID

☐ **Your Information:**

First Name/ Preferred Name on file	Middle Name	Last Name
Previous Last Name	Date of Birth	Student Number
		V#

☐ **Permanent Address:** (where you reside or intent to return, used for determining tuition rates)

Street	City	State	Zip

☐ *Please check this box if this is the same as your mailing address – if different fill in Mailing Address*

☐ **Mailing Address:** (where you want your mail or packages to go)

Street	City	State	Zip

To report a change to in-district status: complete the **Request for In-District Status** form and submit it to the Registrar's Office with supporting documentation. See the form for appropriate types of documentation. Note: tuition charges will not be adjusted without proper documentation.

☐ **New Telephone Number:**

Phone Number	
	Please note: Users must opt out via MyJeffco/ Quicklinks/ Viking Text Messaging page by clicking "opt out" within the Viking Text Message Service notification application, then "opt in" with the new information.

☐ **Name Change:**

Change From	Change To
Preferred Name: (First name only)	

* **Required documentation:** present a completed **Personal Information update** form and one of the following items to verify name change to the Enrollment Services Office: Driver's license, Social Security card, court order, and/or passport.

☐ **Student Signature:**

Student Signature	Date
X	

For Office Use Only:

Campus: Hillsboro Arnold

Received Completed Date: _____ Initials: _____