



Admissions Office
PO Box 1101 Richlands, VA 24641
PH: 276.964.7238 FAX: 276.963.3450

CHANGE OF NAME, ADDRESS AND/OR TELEPHONE NUMBER

For Name Changes please attach a valid form of identification (social security card, driver's license, etc.) reflecting current name.

Southwest employees must submit name changes to the Human Resources Office.

PLEASE PRINT THE FOLLOWING INFORMATION

OLD INFORMATION: (as shown on student record)

Name: Last Name First Name Middle

Emplid or SSN:

NEW INFORMATION:

Name: Last Name First Name Middle

Mailing Address:

County of Residence:

How long have you lived in Virginia?

Phone Number(s): Home:

Work:

Cell:

Admissions Office Use Only

Table with 2 columns and 3 rows: Processed By, Date, Scanned