



Enrollment Services
 2500 Carlyle Ave., Belleville, IL 62221
 866-942-SWIC (7942) • 618-235-2700, ext. 5455
 For more information go to swic.edu/dcf

Data Change Form

Note: If you are also an employee of the college, please contact the Human Resources Office.

Please Print in Black /Blue Ink Only

Student ID # _____ OR Social Security Number _____

Name _____ Date _____ Phone _____
As it currently appears on SWIC records

I certify that the below statements are correct and complete and that there is no intent on my part to defraud. I further state that the information currently on record and the information requested to change below are for one and the same person. I also understand that I must provide the required documentation.

Student Signature Required

By signing I request the changes as indicated to my SWIC records.

CHANGE LEGAL/PRIMARY NAME

ADD PREFERRED NAME

FROM: _____
 Last Name First Name Middle Name/Initial

TO: _____
 Last Name First Name Middle Name/Initial

Please attach a valid copy of your Social Security Card verifying your legal/primary name change.

SOCIAL SECURITY NUMBER CHANGE

Incorrect Social Security Number

Correct Social Security Number

Please attach a valid copy of your Social Security Card for the change to be made.

HOME ADDRESS CHANGE

MAILING ADDRESS CHANGE

FROM: _____
 Street City State Zip County

TO: _____
 Street City State Zip County

If Residency Status is changing or there is a Proof of Residency or Mail Return Restriction, student must attach Proof of Residency documentation for change to be made.

[HOW TO SUBMIT FORM](#): Signed forms and required documentation can be uploaded to your eSTORM Student Center (swic.edu/submit-dcf) by clicking on the Manage Uploaded Documents link or emailed to enrollmentservices@swic.edu

Office Use Only:

Location: BC ___ ESLCC ___ RBC ___ SAFB ___ SWGCC ___ Processed By: Initials _____ Date _____

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RESIDENCY CHANGE (questions, call 618-235-2700, ext. 5455)

Please attach a VALID copy of one of the following verifying your Residency Change:

(if necessary please check one):

- Driver's License/State ID
- Bank Statement
- Pay Stub
- Utility Bill
- Other _____ (Administrative Approval Required)
- None

Residency/Tuition Impact Statement

Residency is based on your permanent **home address**. Proof of residency (dated at least 30 days prior to the start of your classes) must be provided to Enrollment Services in order to establish your tuition rate. Failure to provide proof of residency will result in an out-of-state tuition rate.