

F-1

Tompkins Cortland Community College
Global Initiative Office, Room 230

F-1 Data Change Request Form

You must notify your Designated School Official (DSO) (list available in the Global Initiatives Office 230) and complete this form if any changes to your **name, address or degree program** in order to process within **10 days of the change in SEVIS**.

Current Name (Last, First) _____, _____

(Last/Family)

(First/Given)

TC3 Student ID number _____ Current Email: _____

SEVIS ID #: N00 _____ Current Phone: _____

Please return this form to the Global Initiatives Office (230), or fax to (607) 844-6543, or scan and email to Maria Barrero (meb@tc3.edu).

Please check which type(s) of data change you are requesting, and complete the corresponding section below:

- A. Name change (must be documented in your passport);
B. Change of address;
C. Change of degree program;

A. Name Change: *(Please include a copy of your new passport indicating this change)*

Previous First/Given Name: _____ Previous Last/Family Name: _____
New First/Given Name: _____ New Last/Family Name: _____

B. Address Change:

New Address: _____ Address valid beginning (mm/dd/yyyy): ____/____/____

C. Degree Program Change (Remember to process the change with the Student Success & Advising Office)

Previous Degree Program: _____ New Degree Program*: _____

New Academic Advisor: _____

*Please note- also complete degree change form through our Office of Student Success (Room 215) for your official TC3 record

<u>OFFICE USE ONLY</u>		
Date Received: _____		<u>Date Stamp</u>
DSO Processing: _____		
Date Processed: _____		
New I-20 Printed: Yes No		
Power Campus Updated: Yes No		
Notes: _____		
Scanned into Docuware Yes No		