



**CHANGE OF STUDENT INFORMATION**

Please return completed form to the Office of the Registrar, Gillett Hall 121,  
or scan in and email to [mesaregistrar@ben.edu](mailto:mesaregistrar@ben.edu)

**PART I Previous Information**

Please Print

Date \_\_\_\_\_

Benedictine Student ID Number \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number\* \_\_\_\_\_ County \_\_\_\_\_

(Check one)

Is this still your parent's home address?  Yes  No

If yes, will you return to this address after the school year?  Yes  No

**PART II New Information**

Please Print

Reason for Change \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

*\*\*\*Supporting legal documentation is required for name changes (i.e. court documents, marriage certificate, divorce papers, etc.)\*\*\**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number\* \_\_\_\_\_ County \_\_\_\_\_

Type of address

Work  Home  Local  Temporary Dates in effect \_\_\_\_\_

E-mail \_\_\_\_\_

**AUTHORIZED** \_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*Please note that the phone number listed on this form is used for the BenAlert Emergency Notification System.  
To update other contact information in that system, please go to [www.ben.edu/benalert](http://www.ben.edu/benalert) for more details.

**PART III Recording New Information *\*Office Use Only\****

Student ID Number \_\_\_\_\_

Office Generating Form \_\_\_\_\_

Name and Date of Employee Recording Change \_\_\_\_\_