# **Change of Name or Address**

## **Change of Name or Address**

#### **Summary**

How students can change their name and other personal information

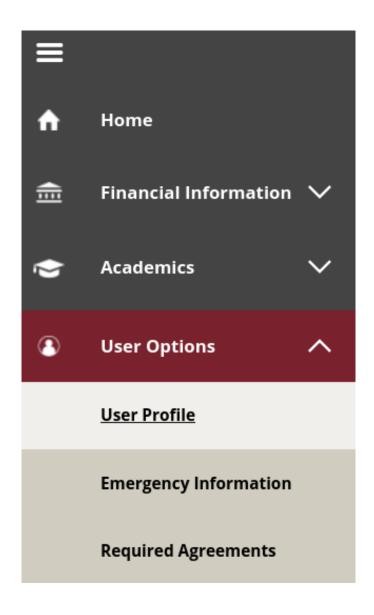
### Name Change

You can update your name by filling out the <u>Change of Vital Data form</u> and submitting it to the Information Desk in the Bailey Building (#5 on our <u>campus map</u>) located at the <u>main Asheville campus</u> or to the <u>Madison Site</u>. The form and required documentation can also be faxed to <u>(828) 281-9889</u>, Attention Records, and Registration. Please provide legal documentation of your name and a picture ID. Acceptable documentation of a name change includes **two** of the following: a social security card (which is preferred), a marriage license, a court document, or a passport. More information about <u>name and address changes timeframe</u> is available on our website.

### **Address Change**

Below are instructions for updating your street/mailing address in your <u>Self-Service</u> account.

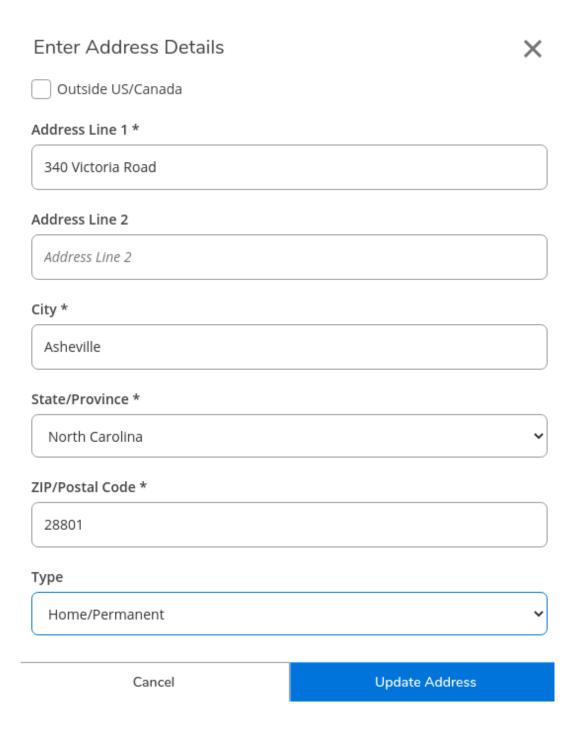
1. <u>Log in to Self-Service</u>. Select the menu icon at the top left, select "User Options" from the left navigation bar, and select "User Profile".



2. Update your address by selecting the pencil icon to the right of your address under the "Edit or Remove" column.

Address	Туре	Preferred	Remove or Edit
340 Victoria Road, Asheville, NC 28801	Home/Permanent	<b>~</b>	Ø

3. After updating your information, be sure to click "Update Address" at the bottom to save any changes.



**Key Words:** name, address, change, Change of Vital Data form, contact information, update

