Greenville Technical College
Personal Information Change Form

Your signature and a valid state-issued ID/driver's license are required to make any changes to your student information.

***REQUIRED INFORMATION**

*NAME:_____ *SOCIAL SECURITY/GTC STUDENT ID#:_____
LAST FIRST MIDDLE

☐ **Mailing Address Change** – *Current students update their address through 'User Options' in Self-Service in GTC4me. Updating your address will not change your residency status. Residency status determines the rate at which you are billed tuition. To change residency status, a separate application for reclassification must be completed with proper documentation through Enrollment Services.*

Address:			Apt:
City:	Zip Code:	State:	County:

☐ **Name Change** – *You must provide a copy of your driver's license or state-issued ID card and/or social security card reflecting the new name.*

Former Name:	New Name:
Reason for change:	

☐ **Social Security Number (SS#) Correction** – *Must provide a copy of your driver's license or state-issued ID card AND social security card*

Former SS#:	New SS#:
Reason for change:	

☐ **Contact Information**

New Email Address:	New Phone Number:

Click here to print completed form, then sign and submit to the email address below.

Student Signature: _____ **Date:** _____

** This form and the required documentation indicated should be submitted for processing to GreenvilleTech@gvltec.edu. Please allow up to 48 hours for processing.

FOR GTC OFFICE USE ONLY

GTC Staff Signature: _____ Date Processed:_____

Revised 2.10.25