



OFFICE OF THE REGISTRAR  
 One Education Drive  
 Garden City, NY 11530  
 www.ncc.edu

**FOR OFFICE USE ONLY:** Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

# STUDENT INFORMATION CHANGE FORM

Please print clearly. **ID REQUIRED.**

Last Name:	First Name:	Middle:	Suffix:
NCC-ID Number: N00		Date of Birth:	

Change of <b>PERMANENT ADDRESS</b>	Change of <b>MAILING ADDRESS</b>
Street	Street
City & State	City & State
Zip	Zip
County	County
Phone	Phone

**\*NOTES:** Please see reverse side of this form for further details regarding residency as it pertains to the tuition policy.

**Change of Name** (Requires documentation: Marriage Cert., Divorce Decree or Court Order including both names)

From:	To:
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**Change Date of Birth Date** (Requires documentation: Birth Certificate)

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**Change Social Security Number** (Requires documentation: Social Security Card)

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**Change Gender** (Requires documentation: Court Order, Driver's License, U.S. Passport)

From:	To:
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**Change of Immigration Status** (Requires documentation: Notice of Action, VISA)

From:	To:
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**Other:**

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\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

See Reverse for Residency Requirements ►

To be eligible for resident tuition, the student or her/his parent must show proof of one **(1) year of legal residence\* in New York State AND six (6) months in the County of Nassau. If the student is under 21 years of age**, all documents will be from the custodial PARENT (either mother or father). Parent must show proof that the student is their child and/or dependent, such as, a birth certificate, tax return, or court guardianship documents. The list below is a sample list of acceptable items which may be submitted as proof of residence. **Any conflicts in information must be resolved before residency can be granted.** You must provide original documentation to satisfy both State and County residency requirements. The College reserves the right to request further documentation prior to granting residency.

All documents **must** include the name, address and dates demonstrating residency for the past twelve (12) months in New York State as well as the required six (6) months in Nassau County.

**SUBMIT AT LEAST ONE OF THESE DOCUMENTS**

- New York State Driver's license or New York State non-driver's ID card
- New York automobile registration or New York Voter ID Card
- Selective Service Card
- High School Report Card or Official Transcript
- New York State income tax return (front page only)

**OR SUBMIT AT LEAST TWO OF THESE DOCUMENTS**

- A copy of telephone bill or any utility bill
- Homeowner's or renter's insurance policy
- Letters received from the U.S. Citizenship and Immigration Services (Letters noting an attorney's address or written by an attorney **CANNOT** be accepted.) or Work Authorization Card **with** the Notice of Action letter from USCIS
- New York State Marriage Certificate
- Copies of pay stubs or a letter from employer on company's letterhead which show the name of the student or parent and their address on file for the period of employment
- Letter on a program's letterhead from a school or program student has attended or is currently attending to earn their GED, indicating attendance in the program for a year
- Lease, deed, rent receipt, or, if not available, a letter from a landlord on that landlord's letterhead **indicating date of tenancy** and rent paid **WITH** at least one more supporting document listed here to prove residency

\* Additional Information for Non-resident visas or immigrants:

1. Minors and holders of a current B1, B2, F1, F2, J1, J2, R2 and other non-resident visas/status do not qualify for residency tuition under this clause.
2. Students in pending immigration status may be required to present further documentation and submit a notarized STUDENT AFFIDAVIT OF INTENT TO LEGALIZE IMMIGRATION STATUS.