



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

FOR OFFICE USE ONLY: Staff Initials _____ Date _____
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STUDENT INFORMATION CHANGE FORM

Please print clearly. **ID REQUIRED.**

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

Change of PERMANENT ADDRESS	Change of MAILING ADDRESS
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

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.