



Office of the Registrar  
11301 Springfield Road  
Laurel, Maryland 20708  
Phone: 301-369-2313  
Fax: 301-369-2310  
Email: registrar@captechu.edu

# Personal Information Update

**Full Name:** \_\_\_\_\_  
  First  Middle  Last

**Student ID:** \_\_\_\_\_

**Updated Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Updated Telephone:**

Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

**Updated Email:**

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Information change effective immediately

Information change effective: \_\_\_\_\_

**Name Change**

**Updated Name:** \_\_\_\_\_  
  First  Middle  Last

*Name changes must be accompanied by documentation such as government-issued ID, copy of a court-ordered name change or marriage license. Documentation may be scanned and emailed to the Office of Registration and Records.*

*\*For International Students Only: You are required by law to notify the Immigration and Naturalization Service of any change of address within 10 days of the change. You should complete a form AR-11 and send it to the INS. Forms are available at [www.ins.gov](http://www.ins.gov). It is your responsibility to comply with these regulations. Failure to comply with these regulations may jeopardize your visa status in the United States.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_