



**EASTERN NEW MEXICO UNIVERSITY – ROSWELL
OFFICE OF ADMISSIONS & RECORDS
CHANGE FORM**

Name _____ SS# _____

New Legal Name _____ New SS# _____

If you **EVER** received an ENMU paycheck you **MUST** go to Payroll and complete a new W-4 form

Current Mailing Address

MA _____

 Phone: () _____

MA Students – Registration, Grades, Monthly Bills, Accounts
 Receivable Letters, Financial Aid Postcards/Letters
 W-2's, 1098's, Probation/Suspension Letters
Employees – Employee/Faculty Continuation Letters, COBRA
 Retiree Correspondence

Current Mailing Address

LC _____

 Phone: () _____

LC Students – Semester Correspondence
Employees – Paychecks and Correspondence

NEW INFORMATION: (Complete only those items you wish to change)

STATUS

Degree to Non-degree
 Non Degree to Degree/Declared Major _____
 Change of major from _____

RESIDENCY

Out-of-District to In-District-You are a NM resident and have moved to an address within Chaves County
 In-District to Out-of-District-You are a NM resident and have moved to an address outside Chaves County
 Non-Resident to Resident-You have lived in NM for 1 year, met all requirements, and have filed a Petition for In-State Tuition

 Student Signature

 Date

Office Use Only

Change Completed	Date	Initials	Comments
Banner File			
File Folder			
Index Card			
Residency Change			
Copy to Financial Aid			
Copy to HR/Payroll			