



## 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			