

Washburn Tech Student Services
5724 SW Huntoon St.
Topeka, KS 66604
785.670.2010
785.273.7080 (Fax)



CHANGE OF ADDRESS

Please complete the information below, to change your mailing address and return to Washburn Tech -Student Services.

Student Name: _____ Washburn ID (WIN) or Date of Birth: _____

Current Address (where you live & receive mail while attending Washburn Tech):

Street Apt# City State Zip

Current Phone Number: _____ Is this home, work or a cell phone? _____

Student Signature Date

CHANGE OF LEGAL NAME OR CORRECTIONS OF STUDENT DEMOGRAPHIC RECORD

Please complete the information below, to change or correct your legal name or social security number, date of birth, or gender and return to Washburn Tech -Student Services. A staff person must view an official government ID, social security card, or court document in addition to you completing this form, before any changes can be made.

Student Name: _____ Washburn ID (WIN) or Date of Birth: _____

OFFICIAL CHANGE TO LEGAL NAME

Legal Name (OLD): _____
Last First Middle

Legal Name (NEW): _____
Last First Middle

Correction(s) Needed:

- Social Security Number: _____
- Date of Birth: _____
- Gender (self reported no documentation required): _____

Student Signature Date

For Office Use Only
Documentation Verified by Staff (Name): _____ Date: _____
<input type="checkbox"/> Kansas Driver's License OR Kansas State ID Card
<input type="checkbox"/> Military or Other Government Identification Card
<input type="checkbox"/> Social Security Card
<input type="checkbox"/> Court Document(s) or Other Official/Legal Document(s)