



Brown's Town Community College

Student Records Office



1 Huntley Road, Brown's Town, St. Ann
Telephone: 975 – 2339/2457 Ext. 5513 or 5550
E-mail: registry@btcc.edu.jm

CHANGE OF INFORMATION FORM

Instructions:

- PRINT CLEARLY
- Return completed forms to the Registrar's Office or the Administrative Office of your campus
- Certified copies of Deed Poll or Marriage Certificate Etc must be attached to support a change of name

Student's Name: _____ **ID#** _____
Last First MI

Programme(s) of study: _____

Period(s) of Attendance: From _____ To _____ AND From _____ To _____ AND From _____ To _____

CHANGE OF NAME

Reason for Change: [] Marriage [] Deed Poll [] Other _____

Previous Name: _____
Last First Middle

Current Name: _____
Last First Middle

CHANGE OF ADDRESS/CONTACT NUMBER/E-MAIL ADDRESS

Previous Address:

Previous Telephone(s): _____

Previous E-Mail _____

New Address:

New Telephone(s): _____

New E-Mail _____

The undersigned certifies that the information given above is correct and authorizes Brown's Town Community College to use the said information for College purposes.

Signature (in ink) _____ **Date** _____

FOR OFFICE USE ONLY

Received by _____ Date _____

Supporting Documents: _____
