



www.enmu.edu

Name, Social Security Number and Address Change

Office of the Registrar • ENMU Station 5 • 1500 S. Ave. K
Portales, NM 88130 • Fax: 575-562-2566

Student ID: _____

Note: If you are changing your legal name, we must have a copy of your Social Security card reflecting your new name attached to this form. Thank you.

Student Information

Name: _____ **SSN:** _____

New legal name: _____ **Correct SSN:** _____

If you have ever received an ENMU paycheck you **must** go to Human Resources and complete a new W-4 form.

LC PLCL

Current local mailing address:

Phone: _____

LC **Students**—semester correspondence
Employees—paychecks and correspondence

MA LHP BINV PGRD

Current mailing address:

Phone: _____

MA **Students**—registration, grades, monthly bills, accounts receivable letters, financial aid postcards/letters, W-2s, 1098s, probation/suspension letters
Employees—employee/faculty continuation letters, COBRA, retiree correspondence

PA PGDN

Current mailing address:

Phone: _____

PA **Students**—parent correspondence, food services promotions

Signature

Date