



Request for Change of Address/Name/Phone

USE THIS FORM to correct personal information for North Georgia Technical College records.

Complete, print, and sign this form.

Submit by:

- Email: registrar@northgatech.edu
- Fax: 706.754.7777
- Mail: NGTC Registrar's Office, PO Box 65 Clarkesville, GA 30523
- Hand: Deliver to the receptionist on any NGTC campus

Student Information As Shown NOW:

Name: _____

Student ID # or Last 4 Digits of Social Security #: _____ Phone: (____) _____

Mailing Address: _____

City, State, Zip: _____ County: _____

NGTC Student Email: _____

CORRECT Student Information:

Name: * _____

Phone: (____) _____

Mailing Address: _____

City, State, Zip: _____ County: _____

Signature: _____ Date: _____

(Required)

***For name changes, attach a copy of a state driver's license or state issued photo ID in the correct name.**

As set forth in the student catalog, North Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender identification, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For complaints or information, contact Dr. Vinson Burdette, VP of Student Affairs (706-754-7711, Title VI, IX, II), or Kay Morgan, special services contact (706-754-7828, Sec. 504/Title I/ADA) at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. If, as an employee, you wish you file a Civil Rights complaint, please call GSA's Office of Civil Rights at 202-500-0767 or 800-662-6376 or send an email to civilrights@gsa.gov. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. 4/13/2022