



# Information Update Form

Office of Undergraduate Recruitment and Admissions

If you have ever attended Clayton State University as a student in the past, do not complete this form. All changes for former or current students must be processed through the Registrar's Office.

This form is for students who have applied for admission to Clayton State University and wish to change information that has already been submitted to the Office of Recruitment and Admissions within that current semester.

Please check the box next to the item(s) below that you wish to change. Then, complete the information section, read through the policies listed, and sign the form at the bottom.

**Change Major.** List previous major: \_\_\_\_\_

List new major: \_\_\_\_\_  Online (**Online Degrees Only**)

**Change Address.** No documentation is necessary. Complete your information section below with your new address.

**Change Name.** Attach appropriate documentation to request a legal name change. For example, if you have recently married or divorced, bring your marriage license or decree of divorce when submitting this form.

**Change Entering Student Type.** Students may change their student type, but the admission requirements for the new status will apply, and the application file and materials will be re-evaluated.

New student type: \_\_\_\_\_ Entering semester: \_\_\_\_\_

**Change Program Location.** Please check if you wish to attend:  Main Campus (Morrow)  Peachtree City Site (**FRESHMAN ONLY**)

<b>Information Section:</b>				
Laker ID : _____				
Name: _____				
Last	First	Middle		
<b>Former Name (s):</b>				
Last	First	Middle		
Address: _____				
Street	Apt. # (if applicable)	City	State	Zip
Telephone: (     ) _____ e-mail: _____				

Please continue on back page

Citizenship Status:  US Citizen     Nonimmigrant Alien (Visa Type) \_\_\_\_\_

Permanent Resident Alien     Other \_\_\_\_\_

I wish to be considered a Georgia resident for tuition and fee payment purposes.     Yes     No

*For the purpose of establishing Georgia residence for tuition and fee payment, your legal residence is your permanent home. Not only must you live in Georgia, but you must intend to remain indefinitely. The durational requirement for Georgia residence under the Board of Regents' regulation is 12 months before the semester for which you intend to enroll. If you entered Georgia to attend an educational institution, the time enrolled will not be considered. If you entered Georgia through transfer by an employer, the durational requirement may not apply. If you have any questions, please call (678) 466-4115 or e-mail [csu-info@clayton.edu](mailto:csu-info@clayton.edu).*

**VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES AND GEORGIA:** In accordance with Board of Regents Policy 4.3.4, all applicants who are accepted for admission or readmission to Clayton State University for Fall 2011 or any academic semester thereafter, and who seek to be classified as in-state for tuition purposes, will be required to provide validation of residency and lawful presence in both the State Of Georgia and the United States. Acceptance to Clayton State University is conditional until lawful presence is verified. To find more information about this policy, as well as a list of documents that prove lawful presence, go to <http://admissions.clayton.edu/lawful.htm>.

Except as indicated on this form, there has been no change in the information I submitted on my previous application. All information submitted is true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to:**

Office of Undergraduate Recruitment and Admissions  
Clayton State University  
2000 Clayton State Boulevard  
Morrow, GA 30260

**For Office Use Only:**

Updated: \_\_\_\_\_ Signed: \_\_\_\_\_

Comments: \_\_\_\_\_

05/2016