



MABALACAT CITY COLLEGE

OFFICE OF THE COLLEGE REGISTRAR

REQUEST FOR CHANGE OF PERSONAL INFORMATION

Student ID Number: _____

Degree Program: _____

	SECTION A: CURRENT RECORDS	SECTION B: CHANGE REQUESTED
LAST NAME		
FIRST NAME		
MIDDLE NAME		
EXT. NAME (JR., SR., II, ETC.)		
DATE OF BIRTH		
PLACE OF BIRTH		
CIVIL STATUS		
ADDRESS		
PROCEDURES		
(1) Accomplish two (2) copies of this form (Request for Change of Personal Information). (2) Submit this together with the requested documentary support (please see below for the list of specific cases) to the Registrar's Office. Additional documents may be requested subsequently. (3) Secure duplicate copy. To be valid, the copy must bear the stamp of the Office of the College Registrar, the date when the request was filed, and the signature of the staff.		
LIST OF DOCUMENTARY REQUIREMENTS		
<u>Change of Name</u> <ol style="list-style-type: none"> Affidavit of Change of Name PSA copy of Marriage Contract (If change is due to marriage or CTC of Court Order) An annotated copy of the Birth Certificate in PSA paper. 	<u>Change of Civil Status</u> <ol style="list-style-type: none"> CTC of Marriage Contract (If change is due to marriage) CTC of Death Certificate (If change is due to the death of a spouse) CTC of Court Order (If change is due to annulment or legal separation) 	
<u>Correction of Name</u> <ol style="list-style-type: none"> Affidavit of Change of Name (Executed by student if of legal age or by parent on-record at MCC) Joint Affidavit of two (2) disinterested parties CTC of the Birth Certificate or Alien Certificate of Registration notarized. 	<u>Change of Address/Tel. No./Mobile No.</u> <ol style="list-style-type: none"> Proof of Billing (of parent for undergraduate students) Affidavit of Change of Address (for undergraduate students, executed by parents/guardians on record at MCC) 	
IMPORTANT: <ul style="list-style-type: none"> ✓ Affidavit must be duly notarized. An affidavit executed and/or outside the Philippines must be authenticated by the Philippine Embassy/consulate in the country where the affidavit was executed. ✓ CTC refers to Certified True Copy (of the original). ✓ PSA refers to the Philippine Statistics Authority. 		
STUDENT _____ <i>Signature over printed name</i>	PARENT/GUARDIAN (For undergraduate students) _____ <i>Signature over printed name</i> (Attach a photocopy of ID with Signature)	OFFICE OF THE COLLEGE REGISTRAR _____ <i>Signature over printed name/Date</i>

IMPORTANT: Accomplish this form in Duplicate (1 copy for the Registrar, and 1 copy for the student's file).