



# MADISON COLLEGE

## Date of Birth Update

**INSTRUCTIONS** - This form is to be submitted by the student to enter or update a date of birth for academic record purposes. Date of birth updates require submission of supporting legal documentation, such as a valid government issued photo ID, passport, or birth certificate.

### Student Information:

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_  Update phone number

### Updated Date of Birth:

Correct Date of Birth: \_\_\_\_\_

Please check if you are making this change for Financial Aid purposes.

By signing, I certify that this declaration is made for purposes of updating my academic record at Madison College.

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

### Submission Instructions:

Please sign and submit your completed form in **one** of the following ways: This form is not accepted by fax.

**In-person (preferred):** Enrollment Services - Truax Campus, Rm. A1000 or any regional or metro campus

**Email:** Send to [enrollmentservices@madisoncollege.edu](mailto:enrollmentservices@madisoncollege.edu) and **must** include a copy of drivers license or state issued identification card.

Please allow 5 business days to process a date of birth update.

Questions? For assistance with this form, call Enrollment Services at (608) 246-6210 or visit in-person.