



## Change of Name/Address Form

Records Office

1601 Washington Road Westminster, Maryland 21157  
(410) 386-8440 Toll Free 1-888-221-9748 Fax (410) 386-8446  
registrar@carrollcc.edu

### Personal Data (Please print clearly and complete all areas)

Student ID # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Legal Name \_\_\_\_\_ Chosen Name \_\_\_\_\_  
Maiden (birth) Name \_\_\_\_\_ and/or Former Name(s) \_\_\_\_\_

Preferred Pronoun: (Optional) ☐ SHE She/Her/Hers ☐ HE He/Him/His ☐ ZE Ze/Hir/Hirs  
☐ THEY They/Them/Their ☐ NAME Use my name as a pronoun.

**Please allow 48 hours for processing. Changing your name will change your Lynx Student Portal login.** This system creates your login by using your first initial and last legal name.

If you do not remember your password, go to <https://www.carrollcc.edu/MyCarroll/>, select Password and Account Assistance. **Updating your last name will also update your Lynx username.**

Date of Move \_\_\_\_\_ Birthdate \_\_\_\_\_  
(Month) (Day) (Year)

### New Address

\_\_\_\_\_  
(House Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip Code) (County)

\_\_\_\_\_  
(Phone Number, Please Circle: Home or Cell)

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

### Residency Certification

I hereby certify that I have lived or will have lived in this city or county of the state of Maryland for at least 3 months prior to the first day of classes and would be able to substantiate this claim. I understand that a false statement may be grounds for my dismissal from the College and that the college will recalculate tuition and fees due, when appropriate. **If moving into Carroll County and seeking in-county tuition (see below for eligibility dates), please provide the documentation listed on the back of this form.** Choose one:

☐ U.S. Citizen ☐ Permanent Resident/Resident Alien ☐ Other (Visa Type: \_\_\_\_\_)  
(Alien Registration Card must be on file)

## 90 Day Residency Requirement

Per Maryland law, to attend Carroll Community College at the in-county tuition rate, a student must provide proof that his/her domicile was established in the county **90 days prior to the beginning of the term**. Please see the reverse of this form for information about dates and documentation.

Revised 07/01/2024

Dear Carroll Student,

Per the Code of Maryland, students must establish residency more than 90 days from the start of the term to receive in-county tuition. In order to demonstrate your residency, please provide all of the following items under documentation requirements, below. If you cannot provide all of these items, provide what you can and attach an appeal letter explaining your circumstances. Please be sure to include where you live, with whom (relationship to property owner/renter), why you cannot provide the required information, and why you believe an exception is warranted.

Address your letter to Debra Baker, Registrar, Room A112, 1601 Washington Road, Westminster, MD 21157. You will receive a written response (usually via email) within 7 days.

<b>Domicile Requirements</b>	<b>Documentation Requirements (all showing the same address)</b>
Own or rent property in Carroll County, Maryland, for 90 or more days	<ul style="list-style-type: none"><li>• <b>Mortgage agreement, lease/rental agreement.</b> If you have bought property, we can consult State public records. (Please state you own property; no deed is required.)</li><li>• <b>90 Days of Pay stubs</b> with your correct address or Maryland income tax returns with Carroll County deduction shown.</li><li>• <b>Driver's license</b> (or old Maryland license and change of address card)</li></ul>
Maintain an uninterrupted physical presence, including the months when you are not in attendance at the College	
Pay Maryland State and local piggy-back income taxes on income earned, including all income earned outside the State	