

Update Contact Information Form

Student's Instructions

Name Change:

Submit the completed [Update Contact Information Form](#) along with one (1) of the following proofs of name change:

- Updated Social Security card
- Driver's license
- Marriage license or other appropriate legal document

Copies of proof are filed in your Admission's record.

Address Change:

An [Update Contact Information Form](#) must be completed and submitted if you have moved within the tri-county area (Charles, St Mary's or Calvert counties).

If you have moved into the tri-county area (Charles, St. Mary's or Calvert counties), from outside the tri-county area, and are seeking to establish in-county residency for tuition purposes, you must submit a [Residency Status Change Form](#) along with two (2) forms of documentation.

Acceptable forms of documentation are: Maryland driver's license, vehicle registration, voter's registration, military orders, pay stub showing local address and tax withholdings, rental agreement, or house settlement papers.

Note: ***In order to receive in-county tuition, documentation must be dated three (3) months prior to the beginning of the semester. ***

Telephone/Email Changes:

Complete form as indicated, sign and submit. You may also change your email address using online services.

Download and complete the [Update Contact Information Form](#);

Once completed:

- Bring the form into any of our four campus locations
- Mail to College of Southern Maryland, ATTN: Call Center, P. O. Box 910, La Plata, MD 20646-0910.

If the change that you are requesting does NOT require any additional documentation you may fax the form to the Admissions office at: 301-539-4791.

