



Correct or request a new school code

This form must be accompanied by documentation (e.g., the school's transcript, letterhead, or published brochure), which must be in English.

New school code

Use this section only for new school code requests. Complete all fields.

Select the institution type. High school College

Institution name _____ College Board Code ([code search](#)) _____

Street address _____

City _____ State/Province _____ Zip/Postal Code _____

Country _____ Web address _____ Phone _____

Change existing institution

Use this section only for institutions with existing codes in Banner. Complete fields with changed information.

Existing institution code in Banner _____

Institution name _____ College Board Code ([code search](#)) _____

Street address _____

City _____ State/Province _____ Zip/Postal Code _____

Country _____ Web address _____ Phone _____

Requested by _____ **Dept/School** _____

Registrar Use Only

School code _____ Completed by _____ Date _____