

Student Information Change Form

Fill out the appropriate section(s) that need to be updated. Student signature at the bottom of the page is required for changes to be made. Once the form is completed, submit it to the Registrar's Office with copies of the applicable required document(s).

Student Information (required)		
First	Middle	Last
Date of Birth (mm/dd/yyyy)	Program	Enrollment Status (current student or former student)
ID Number	Phone Number	Email Address

Section A. Name Change

One of the following documents is required: State or Federally issued picture ID (driver's license, permanent resident or resident alien card, or a valid, unexpired U.S. passport). For individuals who do not have one of these forms of ID must present two of the following documents: Social Security Card, Birth Certificate, Notarized Marriage/Divorce certificate, or Court Order documenting legal name change. At the discretion of the Registrar, minor name changes (i.e. corrected spelling) may be made without additional documentation.

Note: Students who graduated prior to 1989 will not be able to update their name as student information was printed on permanent record cards.

Current Name on Record (last, first middle)	New Legal Name (last, first middle)
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Reason for Change: Correcting Spelling Error Divorce Gender Change Marriage
 Restoration of Maiden Name Other: _____

Section B. Gender Change

One of the following document is required: State or Federally issued pictured ID, Marriage Certificate, Court Order, Valid Passport or Birth Certificate. Please check one of the following:

- From Female to Male
 From Male to Female

Section C. Date of Birth

One of the following document is required: State or Federally issue pictured ID, Passport, Birth Certificate

Incorrect Date of Birth on Record (mm/dd/yyyy)	Correct Date of Birth (mm/dd/yyyy)
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Section D. Social Security Number Change

Social Security numbers may be used by the college for internal identification of students, administering student aid programs, collection of student debts, tuition refunds and state and federal reporting requirements. Social Security numbers will be provided by the college to the National Student Clearinghouse for student enrollment status, financial aid reporting and education verification. Providing a Social Security number is voluntary.

Documentation required: Social Security Card or W-2 Form

Incorrect SSN on Record (000-00-0000)	Correct SSN (000-00-0000)
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Student Signature: Date:

Internal Office Use Only: Processed by: _____ Date: _____

ALL FORMS OF DOCUMENTATION MUST BE VALID

For Internal Office Use Only. Student must provide required documentation(s) as proof for each category below.

Proof Name

Required Document: one of the following State or Federally issued picture ID is required:

- Driver's License
- Valid, unexpired U.S. Passport
- Permanent Resident or Resident Alien Card

If no form of picture ID is available, **TWO** of the following documents are required:

- Social Security Card
- Birth Certificate
- Notarized Marriage/Divorce Certificate
- Court Order documenting Legal Name Change

A member of the Registrar's Office will attach a copy of the original document to the completed form.

Proof Gender Change

One of the following documents is required:

- State or Federally issued picture ID - Gender on ID must reflect the new gender
- Notarized Marriage/Divorce Certificate
- Court Order documenting Gender Change
- Valid, unexpired U.S. Passport
- Birth Certificate

A member of the Registrar's Office will attach a copy of the original document to the completed form.

Proof of Date of Birth

One of the following documents is required:

- State or Federally Issued Picture ID
- Valid, unexpired U.S. Passport
- Birth Certificate

A member of the Registrar's Office will attach a copy of the original document to the completed form.

Proof of Social Security Number

One of the following documents is required:

- Social Security Card - Signature Required
- W-2 Form

A member of the Registrar's Office will attach a copy of the original document(s) to the completed form.