

# Student Data Change Form

**Change of:**

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

Empl ID#: \_\_\_\_\_

- Birthdate
- Name
- SSN

*Please complete only the areas in which a change is being made*

**Date of Birth**

\*\*College policy requires documentation for changes to your date of Birth (copy of driver's license)

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

**Name Changes**

\*\* Records must have a copy of driver's license or valid photo ID to change names.

Previous Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Last) (First) (Middle)

New Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Last) (First) (Middle)

**SSN Changes**

\*\*College policy requires documentation for changes to your SSN# (copy of SSN card)

Social Security #: \_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**Records Office Use only:**

IDs/Documents Verified     Corrected in System    Staff Initials: \_\_\_\_\_    Date entered: \_\_\_\_\_