



**PERSONAL INFORMATION UPDATE**

**Student Information**

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_  
*Last First M.I.*

**Address:** \_\_\_\_\_  
*No. & Street City State Zip Code*

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER**

**Original and signed Social Security Card must be presented along with a Government issued photo ID Card**

**Note:** Under special circumstances, other Government issued forms of identification( Federal/State Tax Return, Tax Identification Number, Receipt of Social Security Application) can be used if your Social Security card is not available.

Add/update my social security number to my student record: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**LEGAL NAME / GENDER / DATE OF BIRTH**

**Proof of Government issued photo ID is required PLUS one of the following: Birth Certificate , Marriage License/Divorce Decree, or Legal Court Issued Document.**

**Previous Name:** \_\_\_\_\_  
*Last Name First Name Middle Name*

**Current Name:** \_\_\_\_\_  
*Last Name First Name Middle Name*

**Correct my gender to:** **Male** **Female** **Nonbinary** **Unknown**  
(Personal pronouns can be updated in Canvas under "Account" and "Settings")

**Correct my date of birth as follows ( MM/DD/YY):** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

X \_\_\_\_\_  
*Student's Signature Date*

**OFFICE USE ONLY**

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Processed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Name (please print clearly)*