

Change of Information Form



Sierra College Admissions & Records 5000 Rocklin Rd. Rocklin, CA 95677 916-660-7340

Complete this form and submit to Admissions & Records. Allow three days for processing.

To change any of the following information:

- Provide a valid State or Federal issued photo ID (i.e. driver's license or passport) and at least one additional document that verifies your identity. Refer to the list of Acceptable Documents (below) for appropriate documentation.
- International Students cannot submit a name change request unless approved for a change of status with USCIS. Please see the International Student Office for additional information.

If you work on the Sierra College campus:

- Provide a valid photo ID and documents that contain your identity. Refer to the list of Acceptable Documents (below) for appropriate documentation.
- Complete and attach an I-9 form

Acceptable Documentation includes but is not limited to:

- Social Security Card
- Marriage Certificate/License
- Court Document
- Driver's License or ID Card
- Passport
- Government ID Card

Complete the following:

Name (currently in system as): _____ Student ID#: _____
Last First MI

Name Change:

Attach proof of correct name (please refer to the list of Acceptable Documents above)

Change from (currently in the system): _____
Last First MI

To: _____
Last First MI

Social Security Number Change:

Attach proof of correct SSN (please refer to the list of Acceptable Documents above)

Incorrect SSN (currently in system as): _____ - _____ - _____

Change to correct SSN: _____ - _____ - _____

Date of Birth Change:

Attach proof of date of birth (DOB) change (please refer to the list of Acceptable Documents above)

Incorrect DOB (currently in system as): ____ / ____ / _____

Change to correct DOB: ____ / ____ / _____

Gender Change:

Attach proof of gender change (please refer to the list of Acceptable Documents above)

Incorrect gender (currently in system as): Male Female Other or Decline to State

Change to correct gender: Male Female Other or Decline to State

Complete the following:

I hereby authorize Sierra College to update my record.

Signature: _____ Date: _____