



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

To change any of the following information on the front side of this request:

- Provide a valid photo ID and documents that contain 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.
- Current Sierra College student employees: 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

### Student Information:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last First MI

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Name Change:**

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

Change from: \_\_\_\_\_  
Last First MI

Change to: \_\_\_\_\_  
Last First MI

**Social Security Number Change:**

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

Incorrect SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Correct DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Gender Change:**

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

Previous gender:  Male  Female  Other

Current gender:  Male  Female  Other

**\*\*The following items only require a photo ID \*\***

**Telephone Change:**

Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

**Address Change:**

**Mailing Address:**

Street Name and Number: \_\_\_\_\_

Apartment/Suite/P.O. Box: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**Legal Address (If different):**

Street Name and Number: \_\_\_\_\_

Apartment/Suite/P.O. Box: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**Personal Email Change (International Students Only):**

Email: \_\_\_\_\_

**Financial Aid recipients: Please also notify the Financial Aid Department.**

**A&R Office Use only:**  ID checked by: