

**Notification of Personal Information  
Change/Correction**

**Student's Name:** \_\_\_\_\_ **Student's EMPLID:** \_\_\_\_\_

<u><b>NAME CHANGE/CORRECTION</b></u>	
Name: (Last, First, Initial) <b>-OLD-</b>	Name: (Last, First, Initial) <b>-NEW-</b>
<u><b>ADDRESS CHANGE/CORRECTION</b></u>	
Street Address: _____ Apt. Number: _____	
City, State, Zip: _____ Telephone: _____	
<u><b>SOCIAL SECURITY NUMBER CHANGE/CORRECTION</b></u>	
Social Security Number: <b>-OLD-</b>	Social Security Number: <b>-NEW-</b>
<u><b>DATE OF BIRTH CHANGE/CORRECTION</b></u>	
Date of Birth: <b>-OLD-</b>	Date of Birth: <b>-NEW-</b>
<b>GENDER</b>	
Gender <b>-OLD-</b>	Gender <b>-NEW-</b>

**Student's Signature/Date:** \_\_\_\_\_ **Processed By/Date:** \_\_\_\_\_