

## Request to Change Student Record Information

Students must present a photo ID to process this request.

I am a (*check all that apply*):  Student  Student Employee  International Student (F1)

Name \_\_\_\_\_ Student ID No. **B** \_\_\_\_\_  
Last First MI

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

I am requesting the following changes to my record:

### ADDRESS CHANGE

**NOTE:** It is necessary to have the correct address and phone number for your college records. **If you have moved to an in-district address, you must validate your new address with either a current Illinois driver's license or state ID card.**

Old Address \_\_\_\_\_

New Address \_\_\_\_\_

New Phone \_\_\_\_\_

### RECORD CHANGE

Indicate the change you are requesting and the reason for the change (i.e. change in name, Social Security number, birth date, and visa status). **Enclose copy of necessary documentation.**

Reason for change: \_\_\_\_\_

Name Change: From \_\_\_\_\_ To \_\_\_\_\_

Social Security Number \_\_\_\_\_ Birth Date \_\_\_\_\_

Visa Status \_\_\_\_\_ Other \_\_\_\_\_

Do you want your login ID and e-mail changed to reflect the new name?  Yes  No

*(Login ID and campus e-mail accounts are created based on the first initial of first name and the first seven letters of last name.)*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Signature is required in order to process request.*

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### FOR OFFICE USE ONLY

Type of document \_\_\_\_\_ Accepted by \_\_\_\_\_

Processed by \_\_\_\_\_ Date changed \_\_\_\_\_