



PERSONAL DATA CHANGE FORM

Student ID #: _____ Date: _____

Full Name: _____
PLEASE PRINT Last Name First Name Middle Name

NOTE: IF YOU ARE CURRENTLY, OR WERE RECENTLY, A COLLEGE OR DISTRICT EMPLOYEE OF THE CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT (CLPCCD), YOU MUST VISIT HUMAN RESOURCES TO MAKE CHANGES, NOT ADMISSIONS & RECORDS.

IMPORTANT: To make a change to personal information on your student record, please complete and sign this form. This form must be submitted to the Office of Admissions and Records in person with photo identification. **PLEASE ONLY FILL OUT FIELDS YOU WANT TO CHANGE AND PRINT CLEARLY & LEGIBLY.**
NOTE: If you are in the International Student Program (ISP), please submit this form to the International Student Program Office in Bldg. 1600, Rm. 1658.

ADDRESS CHANGE

New Residential Address			New Mailing Address (if different from Residence)		
Number and Street		Apartment #	Number and Street		Apartment #
City	State	Zip Code	City	State	Zip Code

CONTACT INFORMATION CHANGE

Email Address: _____

<input type="checkbox"/> Home () -	<input type="checkbox"/> Home () -
<input type="checkbox"/> Cell () -	<input type="checkbox"/> Cell () -
<input type="checkbox"/> Work	<input type="checkbox"/> Work

NAME CHANGE

Former Name	New Name <small>Copy of government-issued ID or legal documentation must be attached</small>
Last Name	Last Name
First Name	First Name
Middle Name	Middle Name

OTHER CHANGES

Correct TIN/SSN to: _____ <small>Copy of SSN Card must be attached</small>	Correct Birthdate to: _____/_____/_____ <small>Copy of government-issued ID or legal documentation must be attached</small>
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Student's Signature _____ Date: _____

OFFICE USE ONLY

Received by: Staff: _____ Date: _____	Notes
Processed by: Staff: _____ Date: _____	
Staff Initials: _____	