

## STUDENT PERSONAL DATA CHANGE REQUEST FORM

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**Request Date:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Please note:** Proper documentation is required for changes to be processed. For details, please refer to “Update Student Records” information listed on the back of this form and also posted online at [www.ccc.edu](http://www.ccc.edu).

- Name Change- **Must provide THREE identification documents**
- Add/Update Home Address- **Must provide TWO identification documents**
- Misspelled Name- **Must provide a Picture ID**
- Date of Birth- **Must provide TWO identification documents**
- Add/Update Social Security number- **Must provide the original Social Security card.**

**\*\*\*A PHOTO ID IS NEEDED FOR ALL REQUEST\*\*\***

FROM	TO
First Name	First Name
Middle Initial/Name	Middle Initial/Name
Last Name	Last Name
Home Address	Home Address
Address 1: _____	Address 1: _____
Address 2: _____	Address 2: _____
City, State, Zip: _____	City, State, Zip: _____
Date of Birth	Date of Birth
Social Security Number	Social Security Number

Student Signature: \_\_\_\_\_

**For Office Use Only:**

Date processed: \_\_\_\_\_ By: \_\_\_\_\_

## Update Student Records

How to Update your Personal Information.

Make sure City Colleges of Chicago has your most up-to-date personal information.

Accurate information will ensure that you receive all CCC correspondence and help us process your financial aid and updates to your residency requirements. You can update the following information by logging in to [my.ccc.edu](http://my.ccc.edu) and clicking on the "Personal Information" tab at the top of the page:

- Mailing Address ([Help Guide](#))
- Phone Number
- Personal Email Address
- Emergency Contact Information

If you need to change any of the personal information listed below, you will need to contact the [Office of the Registrar](#) at your college.

To change your name:

**Three** identification documents must accompany the request. All documents must indicate the student's new name, and at least one of the documents must be a valid photo ID. Approved identification documents include:

- Marriage certificate
- Divorce decree
- Driver's license
- State ID
- Mexican Consular ID (with picture)
- Social Security card
- Passport

To change your home address:

Valid CCC or government-issued photo identification is required in addition to **ONE** of the following documents:

- Valid Driver's license or State of Illinois identification card or City of Chicago Identification Card
- Valid Voter registration card
- Copy of current lease or mortgage statement
- Current Utility bill: water, electric, gas, or home phone (mobile phone bills are not accepted)
- Valid Foreign Consular ID card (with picture) that includes a current address
- Current orders or a letter from Command for military service persons
- Signed letter on letterhead from a homeless shelter confirming residency in the shelter
- Chicago Public Schools (CPS) transcript that meets each of the following four requirements:
  - CPS transcript must be official:
    - Mailed from CPS in sealed envelope or
    - Sent from CPS electronically via secure vendor or
    - Hand delivered from student or other designee in sealed envelope from CPS
  - CPS transcript must show senior year semester either in progress, completed, or graduation date
    - For early college students only, semester in progress may be sophomore, junior or senior year
  - CPS transcript address must match CCC records from admission application
  - CPS transcript can be used:
    - While enrolled at CPS or
    - Up to nine (9) months after the graduation date from CPS or
    - If no graduation date is listed, up to nine (9) months from the ending date of the last semester transcribed

To change your date of birth:

Valid CCC or government issued photo identification is required in addition to **ONE** of the following documents:

- State ID
- Passport
- Birth certificate

To change your Social Security Number:

Valid CCC or government issued photo identification is required along with a Social Security card indicating the updated Social Security Number.

**If you have additional questions, please contact the Office of the Registrar**