

STUDENT PERSONAL DATA CHANGE REQUEST FORM

Request Date: _____

Student Name: _____

Student ID Number: _____

Campus: _____

Please Note: Proper documentation is required for changes to be processed. For details, please refer to the "Update Student Records" information listed on the back of this form and posted online at www.ccc.edu.

***** A PHOTO ID IS NEEDED FOR ALL REQUESTS*****

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
SSN/ITIN	SSN/ITIN
Marital Status	Marital Status
Legal Sex	Legal Sex
Gender Identity	Gender Identity
Personal Pronouns	Personal Pronouns

Update CCC Student Email Address (Legal name change only): **YES** **NO**

Student Signature: _____

For Office Use Only:	
Date Process:	OIT Request Date:
Process By:	OIT Update:

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 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:

TWO 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 (with picture)
- State ID (with picture)
- City of Chicago ID (with picture)
- U.S. Military ID (with picture)
- Mexican Consular ID (with picture)
- Tribal ID (with picture)
- Social Security card
- Passport
- Court order

To change your misspelled name:

ONE identification document is required and must be a valid photo ID. Additional documentation may be requested for verification.

- Driver's license
- State ID
- City of Chicago ID
- U.S. Military ID
- Mexican Consular ID
- Tribal ID

To change your home address:

TWO documents verifying the address change must accompany the request. Must show valid CCC or government-issued photo identification when submitting. Approved identification documents include:

- 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 (60 days or less): 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
- Bank statement (dated within 90 days prior to verification)
- 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.

To change your Individual Tax Payer Identification Number:

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

- Tax form
- Social Security card with Tax Payer Identification Number showing for work purposes only

To change your Legal Sex:

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

- State ID
- Legal court document
- Updated birth certificate
- Letter on letterhead from medical professional
- Passport

If you have additional questions, please contact your Registrar's Office.

Completed forms can be submitted to the Registrar's Office, in person or via your CCC email.

Harold Washington College	hwregistrar@ccc.edu
Harry S Truman College	trregistrar@ccc.edu
Kennedy-King College	kkregistrar@ccc.edu
Malcolm X College	mxregistrar@ccc.edu
Olive-Harvey College	ohregistrar@ccc.edu
Richard J. Daley College	daregistrar@ccc.edu
Wilbur Wright College	wrregistrar@ccc.edu