

Name Change & Record Update Form

PART I:

First Name/ MI

Last Name

Student ID Number

Phone Number

You must select and provide a copy of one of the following documents as Proof of Identification:

- | | | | | |
|---|---|--|---|---|
| <input type="checkbox"/> Valid Driver's License | <input type="checkbox"/> Social Security Card | <input type="checkbox"/> State Issued ID | <input type="checkbox"/> Official Marriage License Official | <input type="checkbox"/> W-2 Form |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Military ID | <input type="checkbox"/> Court Divorce Forms | <input type="checkbox"/> Official Court Name Change documents |

PART II: Changes/Updates

Please select and fill out the appropriate and correct information for changes or updates that need to be made to your student records:

<input type="checkbox"/> Name change and Preferred name: <input type="checkbox"/> Note: By changing your name you will need to reclaim your UCDAccess account in a 24 to 48 hour period.	<table style="width: 100%; border-bottom: 1px solid black;"> <tr> <td style="width: 33%;">First Name</td> <td style="width: 33%;">Middle Name</td> <td style="width: 33%;">Last Name</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Preferred First Name</td> </tr> </table>	First Name	Middle Name	Last Name	Preferred First Name		
First Name	Middle Name	Last Name					
Preferred First Name							
<input type="checkbox"/> Diploma name:	<table style="width: 100%; border-bottom: 1px solid black;"> <tr> <td style="width: 33%;">First Name</td> <td style="width: 33%;">Middle Name</td> <td style="width: 33%;">Last Name</td> </tr> </table>	First Name	Middle Name	Last Name			
First Name	Middle Name	Last Name					
<input type="checkbox"/> Gender:	<input type="checkbox"/> Man <input type="checkbox"/> Woman <input type="checkbox"/> Not Disclosed						
<input type="checkbox"/> Birth Date: <i>(please fill in your correct date of birth)</i>	(mm/dd/yyyy) _____ // _____						
<input type="checkbox"/> Social Security or Tax Payer Identification Number:	SS# (xxx - xx - xxxx) or TIN#(xx - xxxxxxx) _____ // _____ or _____ // _____ A <u>signed</u> copy of your Social Security Card or W-2 form must be provided for any SSN changes/updates						
<input type="checkbox"/> Alien Registration Number (A) or Choose only one Unique College Opportunity Fund ID Number (C)	<table style="width: 100%; border-bottom: 1px solid black;"> <tr> <td style="width: 33%;">(A) (xxx - xx - xxxx)</td> <td style="width: 33%;">--</td> <td style="width: 33%;">--</td> </tr> <tr> <td style="border-bottom: 1px solid black;">(C) (xxx - xx - xxxx)</td> <td style="border-bottom: 1px solid black;">--</td> <td style="border-bottom: 1px solid black;">--</td> </tr> </table>	(A) (xxx - xx - xxxx)	--	--	(C) (xxx - xx - xxxx)	--	--
(A) (xxx - xx - xxxx)	--	--					
(C) (xxx - xx - xxxx)	--	--					

PART III: STUDENT AUTHORIZATION

Student Signature

Date

Important Notes:

- (1) Official documentation and/or identification must be provided by the student before changes or updates can be made to student records. (2) It takes up to 5 business days for processing changes.