

# Request to Change Demographic Information Term: \_\_\_\_\_

(RETURN THIS FORM IN-PERSON TO ADMISSIONS AND RECORDS. PLEASE REVIEW THE [INFORMATION UPDATE GUIDELINES](#) ON THE REVERSE OF THIS FORM, BEFORE SUBMITTING.)

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
*Last, First*

**INFORMATION TO UPDATE:**  
(CHECK ONLY THE ITEMS THAT NEED TO BE CHANGED)

Legal Name: \_\_\_\_\_  
*Last Middle First*

Legal Sex:  Female  Male  Intersex  Other  Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Gender Identity:  Woman  Man  Trans Female/Woman  Trans Male/Man  Genderqueer/Non-Conforming  Other Identity

Address: \_\_\_\_\_  
*Street Address Apt. #*  
\_\_\_\_\_  
*City State Zip Code*

Phone Number: (\_\_\_\_\_) - \_\_\_\_\_  
*Home/Cell/Other*

Email Address: \_\_\_\_\_

Previous Education: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
BY SIGNING THIS DOCUMENT, I AGREE THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION IS SUFFICIENT CAUSE FOR REVERSAL OF THIS REQUEST, CANCELLATION OF ENROLLMENT, AND/OR OTHER DISCIPLINARY ACTION.

**FOR A&R USE ONLY**

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## INFORMATION UPDATE GUIDELINES:

In order to request **ANY** update to your student record, you **MUST** provide:

- Signed copy of the Request to Change Demographic information form **AND**
- Photo Identification

In order to request an update to your **LEGAL NAME**, you must also provide a copy of at least two of the following:

- Current state/government issued ID  
*(PRIMARY - Must have the correct and current name.)*
- Adoption Papers  
*(SECONDARY)*
- Marriage License  
*(SECONDARY)*
- Court Order  
*(SECONDARY)*
- Divorce Certificate or Decree  
*(SECONDARY)*
- Certificate of Naturalization  
*(SECONDARY)*

In order to request an update to your **SOCIAL SECURITY NUMBER**, you must also provide the following:

- Social Security Card (*SIGNED*)

In order to request an update to your **LEGAL SEX**, you must also provide a copy of at least one of the following:

(The documentation submitted must match the change requested)

- Current state/government issued ID
- Current Birth Certificate
- Current US Passport

**Students with F1 or F2 visa status need to make any requests with our International Students Officer by emailing them at [international.students@estrellamountain.edu](mailto:international.students@estrellamountain.edu) for an appointment.**

***Estrella Mountain Community College reserves the right to request additional documentation at any time in order to complete your request. Requests to change demographic information cannot be completed by phone.***

**THIS FORM MUST BE SUBMITTED BY THE STUDENT IN PERSON TO THE ADMISSIONS AND RECORDS OFFICE.**

**THIRD PARTY SUBMISSIONS WILL NOT BE ACCEPTED WITHOUT POWER OF ATTORNEY.**

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