

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: _____

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 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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