



**BIOGRAPHICAL/DEMOGRAPHICAL CHANGE REQUEST DOCUMENTATION:**

The Office of Admissions and Recruitment requires specific documentation before a biographical/demographical change can be processed. Individuals requesting a change to personal information are required to submit government-issued documentation that supports their request. The following documents are needed to support a corresponding requested change:

- ① This completed form with your name (as it appears in GET) and Cal State LA Campus Identification Number (CIN);
- ② A copy of your current government-issued photo identification card: *Driver's License, state ID card, military ID, passport* (Or if under 18 years old, a school issued photo ID is acceptable.)

**AND ③:**

- PRIMARY/LEGAL NAME CHANGE (or CORRECTION due to a clerical mistake)**
  - Acceptable documents for **primary/legal** name **CHANGE** include - Document must state old and new name: *Marriage License, Divorce Decree, Alien Registration Card, Court Order for legal name change, or Naturalization Certificate with petition for Name Change.*
  - Acceptable documents for name **CORRECTION** include: *Adoption/Birth Certificate, passport, driver's license and/or social security card may be required.*
- SOCIAL SECURITY NUMBER (SSN) UPDATE (or CORRECTION)**
  - An **ORIGINAL** signed Social Security Card - **The name on the Social Security card must match the primary/legal name in your student records** (if different, you must also complete the Name Change/Correction portion of this form).
  - If the SSN correction is completely different from what is currently on file with the University, student must also provide a written explanation for the discrepancy.
- INDIVIDUAL TAX IDENTIFICATION NUMBER (ITIN) UPDATE (or CORRECTION)**
  - Acceptable documents include - An **ORIGINAL** signed Individual Tax Identification Card, or official IRS issued letter verifying ITIN - and **the name on the document must match the primary/legal name in your student records.**
- DATE OF BIRTH (DOB) CORRECTION**
  - Acceptable documents include - *Adoption/Birth Certificate or government issued photo ID/passport* - and **the name on the document must match the primary/legal name in your student records.**
- OTHER - make a change to other information that appears in GET Self Service Campus Personal Information section**
  - Please specify requested change, and provide supporting official documentation as appropriate.

**HOW TO SUBMIT THIS FORM AND SUPPORTING DOCUMENTS:**

Upload packet to: [www.calstatela.edu/admissions/uploading-documents](http://www.calstatela.edu/admissions/uploading-documents)

By mail:

**Cal State LA Admissions and Recruitment  
5151 State University Drive  
Los Angeles, CA 90032**

During regular business hours, submit in-person to:

**Student Services Building, 1st floor,  
Admissions and Records Center**



*Please print clearly - this form is for applicants and new students only.*

Campus Identification Number (CIN): \_\_\_\_\_ Birth Date (Month/Day/Year): \_\_\_\_\_

Name currently on Cal State LA records: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I am a:  Applicant  New Student  Current/Former Student - **do NOT complete this form; contact the Records Office to request the changes.**

This completed form, a government issued photo ID (if under 18 years old, a current school ID with photo is acceptable), and valid **ORIGINAL** supporting documents may be submitted to the **Admissions Window** in the **Student Services Building, 1st floor, Admissions & Records Center. See instructions for valid supporting documentation.**

**PLEASE COMPLETE ONLY THE SECTION(S) TO BE CHANGED/CORRECTED:**

**PRIMARY/LEGAL NAME CHANGE/CORRECTION**

(Be aware: For financial aid, name must be exactly as it appears on the SSN card, and/or financial aid application.)

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Last: \_\_\_\_\_

Check this box if you would also like to change the display name on your myCalStateLA ID account.

**SOCIAL SECURITY NUMBER (SSN) / Individual Tax Identification Number (ITIN) UPDATE/CORRECTION**

(Be aware: Name on SSN/ITIN card must match primary/legal name on school records.)

Please change my SSN/ITIN to: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**DATE OF BIRTH (DOB) CORRECTION**

Please correct my birthdate to: [month] \_\_\_\_\_ [day] \_\_\_\_\_ [year] \_\_\_\_\_

**OTHER - change to information in GET Self Service Campus Personal Information page**

Specify change: \_\_\_\_\_

**ARE YOU CURRENTLY WORKING ON CAMPUS?** \_\_\_ NO \_\_\_ YES, as a:  Student (go see the Career Development Center)

Staff/Faculty (go see HRM in SSB 6381)

**STUDENT CERTIFICATION:**

I certify that I am the individual represented in the documents attached. I understand that false statements or misrepresentation will be reported to the Department of Education Inspector General and the U.S. Attorney General and may result in expulsion from Cal State LA.

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

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Attach copies of the following original documentation:

\_\_\_ Cal State LA ID or university letter stating CIN (if available)

\_\_\_ Government issued Photo ID (required)

\_\_\_ Social Security/ITIN Card (required for SSN/ITIN change)

\_\_\_ Supporting documents for requested change - specify: \_\_\_\_\_

**VERIFIED IN GET:**

\_\_\_ Email

\_\_\_ Name

\_\_\_ SSN

\_\_\_ CIN

Staff Name: \_\_\_\_\_

Date: \_\_\_\_\_