



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 A print out of an official email from the Admissions Office with your name and Campus Identification Number (CIN) (or your Cal State LA ID);
- ② An **ORIGINAL** valid government-issued photo identification card: *Driver's License, state ID card, military ID, passport;*

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:

Since these changes involve sensitive private information, we request that the form and accompanying documents be submitted in person. Please bring the original documents and the completed Bio/Demo Change Form to the **Student Services Center - Admissions Office, located in Student Affairs building, room 101**. Change requests should NOT be emailed or faxed.

SUBMITTING YOUR DOCUMENTS BY MAIL (only if you reside beyond a 50-mile radius from Cal State LA):

Please mail in this completed request form along with **NOTARIZED** photocopies of valid supporting documentation. The complete packet must be mailed to:

Cal State LA Admissions Office
5151 State University Drive
Los Angeles, CA 90032



Please print clearly

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

Name currently on Cal State LA records: _____

Phone: _____ Email: _____

I am a: Applicant Current Student Former Student (last attended term: _____)

This completed form, an official email from the Admissions Office with your name and CIN (or your Cal State LA ID), a government issued photo ID, and valid **ORIGINAL** supporting documents must be submitted to the **Student Services Center - Admissions Office, in Student Affairs bldg, room 101**. Email/fax is not accepted. *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.*

Check this box *if you submitted an application to graduate from Cal State LA, and for what term?* _____

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 ADM 606*)

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: _____