BIODEMO CHANGE INSTRUCTIONS

BIOGRAPHICAL/DEMOGRAPHICAL CHANGE REQUEST DOCUMENTATION:
The Records Office requires specific documentation before a Name/SSN/DOB 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. Cal State LA ID, or print out of university correspondence with Campus Identification Number.
2. **ORIGINAL** valid government-issued photo identification card: Driver’s License, state ID card, military ID, passport

AND 

☐ NAME CHANGE/CORRECTION
   • Acceptable documents for name CHANGE include - **Document must state old and new name:** Marriage License, Divorce Decree, Alien Registration Card, Court Order showing legal name change, or Naturalization Certificate.
   • 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) CHANGE
   • An **ORIGINAL signed** Social Security Card - The name on the Social Security card must match the name on your student records (if different, you must also complete the Name Change/Correction portion of this form): If you do not have an original Social Security Card, you will need to obtain a Social Security Form SSA #2458 [Report of Confidential Social Security Benefit Information] or a stamped computer print-out from the Social Security Administration.

☐ INDIVIDUAL TAX IDENTIFICATION NUMBER (ITIN) CHANGE
   • Acceptable documents include - The name on the document must match the name on your student records: An **ORIGINAL signed Individual Tax Identification Card or official IRS issued letter verifying ITIN**.

☐ DATE OF BIRTH (DOB) CHANGE
   • Acceptable documents include - The name on the document must match the name on your student records: Adoption/Birth Certificate or government issued passport ID/passport.

☐ GENDER CHANGE Per California Law, you may select one of the following options as your gender:
   ☐ Female ☐ Male ☐ Non-Binary

☐ OTHER - update other information that appears in GET Self-Service Campus Personal Information page
   • Please specify requested change, and provide supporting official documentation as appropriate.

SUBMITTING YOUR REQUEST FORM AND DOCUMENTS:
Due to the sensitive nature of these documents, we request that the form and accompanying documents are submitted in person. Please bring the original documents and the completed Bio/Demo Change Form to the Records Office, located in ADM 409. 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 (and, if applicable, original Social Security Form SSA #2458 or stamped computer printout). The complete packet must be mailed to:

California State University, Los Angeles
Records Office, ADM 409
5151 State University Drive
Los Angeles, CA 90032
# Bio/Demo Change Form

**Please print clearly**

- **Campus Identification Number (CIN):** 
- **Birth Date (Month/Day/Year):** 
- **Name currently on Cal State LA records:** 
- **Phone:** 
- **Email:** 
- **I am a:** 
  - [ ] Current Student 
  - [ ] New Student 
  - [ ] Former Student (last term/yr of attendance: )

**PLEASE COMPLETE ONLY THE SECTION(S) TO BE UPDATED:**

This completed form, a Cal State LA ID (or, if no campus ID, an official email from our campus with your CIN), your government issued photo ID, and valid **ORIGINAL** supporting documents must be submitted to the Records Office in the Administration Building, Room 409. Email/fax is not accepted. See instructions for valid supporting documentation.

- [ ] **NAME CHANGE/CORRECTION**
  (NOTE: For financial aid, name must be exactly as it appears on the SSN card, and/or financial aid application.)
  - **First:**
  - **Middle:**
  - **Last:**

- [ ] **SOCIAL SECURITY NUMBER (SSN) / Individual Tax Identification Number (ITIN) CHANGE**
  (NOTE: Name on SSN/ITIN card must match name on school records.)
  - Please change my SSN/ITIN to:   - - - - -

- [ ] **DATE OF BIRTH (DOB) CHANGE**
  - Please correct my birthdate to: [month] [day] [year] 

- [ ] **GENDER CHANGE** Per California Law, you may select one of the following options as your gender:
  - [ ] Female 
  - [ ] Male 
  - [ ] Non-Binary

- [ ] **OTHER - change to information in GET Self-Service Campus Personal Information page**
  - Specify change: 

**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:** 

If you have turned in an application to graduate from Cal State LA, please check here. [ ]

**FOR OFFICE USE ONLY:**

*Is the person currently working on campus?***
- [ ] NO 
- [ ] YES, as a: [ ] Student [ ] Staff/Faculty

*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: 

- **Staff Name:** 
- **Date:** 

**VERIFIED IN GET:**
- [ ] Email current
- [ ] Name
- [ ] SSN
- [ ] CIN