



Change/Correction of Name, DOB, or SSN (Return to Student Affairs)

NEW/Corrected Information

Last Name _____ First Name _____ M.I. _____

Former / Incorrect Information

Last Name _____ First Name _____ M.I. _____

Student ID# _____ Current Phone Number _____

Alternative email address:

(address that will be contacted when update is complete) _____

- I hereby request that Edison State Community College use the current name indicated below for my college records and to cross-index all records pertaining to me.
- I understand that my Edison State email and Blackboard accounts will not be updated until approximately 2 weeks after the end of the semester, insuring that my important data and documents will not be lost during the current semester.
- I will be notified when my Edison State email and Blackboard accounts are officially changed and directed how to access my new accounts.

Student Signature

Date

Complete the appropriate section below and provide the required documentation.

Name Correction (If the name in the system has been misspelled)
Change requires a current photo ID with your full name, such as a driver's license, state ID card, or passport

Legal Name Change
You must provide three pieces of documentation:
1) a current photo ID, such as a driver's license, state ID card, or Passport, showing your new name
2) your Social Security Card, showing your new name
3) a copy of the legal court documentation showing the approved name change (for example, marriage license, divorce decree)

Date of Birth Correction
Change requires a current photo ID with your full name, such as a driver's license, state ID card, or passport, showing your date of birth

Incorrect Date of Birth _____
Month | Day | Year

Correct Date of Birth _____
Month | Day | Year

Social Security Number Correction
You must provide two pieces of documentation:
1) a current photo ID, such as a driver's license, state ID card, or Passport
2) your Social Security Card

Incorrect SSN _____ - _____ - _____

Correct SSN _____ - _____ - _____

For Office Use: **Documentation must be attached!**

RCNAMECH entered in CRI _____

Processed in NAE by: _____

Date Processed: _____

Date Stamp