

Student Name _____ ID# _____
 If changing name, provide name as it is currently in the student information system.

Fall Winter Spring Summer Year _____

Are you employed or have you ever been employed by Citrus College? Yes No

Select item(s) you are correcting/changing and write only the corrected/changed information in the box(es) below:

Name

New Name _____	Preferred Name _____
----------------	----------------------

SS#

DOB

Correct SS# _____	Correct DOB _____
-------------------	-------------------

Address

Phone

<p>New Mailing Address _____ City _____ State _____ Zip Code _____</p> <p>New Permanent Address _____ City _____ State _____ Zip Code _____</p>	<p>Home Phone: _____</p> <p>Cell Phone: _____</p> <p>Other Phone: _____</p>
---	---

Citizenship/Visa Type

Prior/Incorrect Status _____	New/Correct Status _____	Visa # _____
Status Change Date _____	Valid From Date _____	Expiration Date _____

Education Status

<p><u>High School Change</u></p> <p>HS Graduate <input type="checkbox"/> Not HS Graduate <input type="checkbox"/> Currently Enrolled in HS <input type="checkbox"/> GED/HS Proficiency <input type="checkbox"/> Grad Dt _____</p> <p>Name of HS _____ Address _____</p>	
<p><u>College Change</u></p> <p>College Graduate <input type="checkbox"/> Not a College Graduate <input type="checkbox"/> Enrolled at Other College <input type="checkbox"/> Grad Dt _____</p> <p>Name of College _____ Address _____</p>	

Other Change

Change Type _____	Change From _____	Change To _____
-------------------	-------------------	-----------------

I certify that the information on this form is correct and I understand that falsification or failure to report a change in residency may result in my dismissal.

Student Signature _____ Date _____

A&R Office Only
 Received by _____ Date _____

Processed by _____ Date _____

Correction made SGASTDN SPAIDEN SOAHOLD SOAHSCH GUASYST GOAINTL

Instructions

Students requesting a name change, date of birth change, change of address or citizenship status change, must provide documentation showing the correct information and a photo ID. Examples of acceptable documentation include a certified copy of a birth certificate, passport, driver's license, marriage certificate, or state ID.

Students requesting a correction of their social security number must provide the social security card and a photo ID.

Students that are employed or have been employed at Citrus College must change their name, date of birth, address, Social Security number and citizenship type with the Human Resources Office. Current and former student workers must change their name, date of birth, Social Security number and citizenship type with the Human Resources Office.

For prior education updates proof of graduation/non graduation must be accompanied by an official transcript (sealed), GED, or High School Equivalency Certificate. For foreign schools, transcripts must be evaluated through an approved evaluation service.