

# Name Change & Record Update Form

**PART I:**

First Name/ MI

Last Name

Student ID Number

Phone Number

**You must select and provide a copy of one of the following documents as Proof of Identification:**

- Valid Driver's License     
  Social Security Card     
  State Issued ID     
  Official Marriage License Official     
  W-2 Form  
 Passport     
  Birth Certificate     
  Military ID     
  Court Divorce Forms     
  Official Court Name Change documents

**PART II: Changes/Updates**

Please select and fill out the appropriate and correct information for changes or updates that need to be made to your student records:

<input type="checkbox"/> Name change and Preferred name:  <input type="checkbox"/> Note: By changing your name you will need to reclaim your UCDAccess account in a 24 to 48 hour period.	<table style="width: 100%; border-bottom: 1px solid black;"> <tr> <td style="width: 33%;">First Name</td> <td style="width: 33%;">Middle Name</td> <td style="width: 33%;">Last Name</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Preferred First Name</td> </tr> </table>	First Name	Middle Name	Last Name	Preferred First Name		
First Name	Middle Name	Last Name					
Preferred First Name							
<input type="checkbox"/> Diploma name:	<table style="width: 100%; border-bottom: 1px solid black;"> <tr> <td style="width: 33%;">First Name</td> <td style="width: 33%;">Middle Name</td> <td style="width: 33%;">Last Name</td> </tr> </table>	First Name	Middle Name	Last Name			
First Name	Middle Name	Last Name					
<input type="checkbox"/> Gender:	<input type="checkbox"/> Man <input type="checkbox"/> Woman <input type="checkbox"/> Not Disclosed						
<input type="checkbox"/> Birth Date: <i>(please fill in your correct date of birth)</i>	(mm/dd/yyyy)      _____ // _____						
<input type="checkbox"/> Social Security or Tax Payer Identification Number:	SS# (xxx - xx - xxxx) or TIN#( xx - xxxxxxx )      _____ // _____ or _____ // _____ <b>A <u>signed</u> copy of your Social Security Card or W-2 form must be provided for any SSN changes/updates</b>						
<input type="checkbox"/> Alien Registration Number <b>(A)</b> or <b>Choose only one</b> Unique College Opportunity Fund ID Number <b>(C)</b>	<table style="width: 100%;"> <tr> <td style="width: 33%;">(A) (xxx - xx - xxxx)</td> <td style="width: 33%;">_____ -- _____</td> <td style="width: 33%;">_____ -- _____</td> </tr> <tr> <td>(C) (xxx - xx - xxxx)</td> <td>_____ -- _____</td> <td>_____ -- _____</td> </tr> </table>	(A) (xxx - xx - xxxx)	_____ -- _____	_____ -- _____	(C) (xxx - xx - xxxx)	_____ -- _____	_____ -- _____
(A) (xxx - xx - xxxx)	_____ -- _____	_____ -- _____					
(C) (xxx - xx - xxxx)	_____ -- _____	_____ -- _____					

**PART III: STUDENT AUTHORIZATION**

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

\_\_\_\_\_  
Date

**Important Notes:**

- (1) Official documentation and/or identification must be provided by the student before changes or updates can be made to student records. (2) It takes up to 5 business days for processing changes.