IMPERIAL VALLEY COLLEGE

Office of Admissions and Records

PO Box 158, Imperial, CA 92251-0158 Phone (760) 352-8320 Fax (760) 355-2663

STUDENT REQUEST TO CHANGE SOCIAL SECURITY NUMBER OR NAME CHANGE

INSTRUCTIONS: Print your name and social security or student number as requested. Place a check mark in the box beside the change(s) you wish to have made. Read all instructions for that section. Return completed form and supporting documentation to the Admissions and Records Office as directed.

Documentation is required so we may protect your records and prohibit anyone else from making unauthorized changes. For requests made in person, you must present picture identification at the front desk of the Office, or provide the person submitting the request for you with written authorization that includes the person's name, the action you are authorizing him/her to request, and your signature.

Please PRINT Name & Social Security Number as they <u>currently appear</u> in your IVC records:		
SOC. SEC. or Student #	Daytime Telephone #_()	
NAME_		
Last First	st	Middle
Social Security Number ChangeRequest must be submitted in person together with 1 & 2 below:		
 Your original (not copy) social security card AND A statement written by you explaining why the social security number you previously submitted is different from the number on your social security card. 		
Change my social security or student number to		
Signature		
■ Name Change Request must be submitted in person together with 1, 2, 3, or 4 below:		
 Your original (not copy) California driver's license issued under the name you wish to have on your IVC records OR Your original (not copy) social security card issued under the name you wish to have on your IVC records OR A legal, court-filed document showing your new name such as a marriage license or divorce decree OR Three documents proving common usage of the name to which you are requesting a change such as utility bills, rental agreement, bank account statement, California ID, driver's license from another state, organization membership card, etc. 		
Change my name to Last (please print)	First	 Middle
Signature		
Office Use Only		
Received & picture ID verified by	DATE STAMP:	
Processed by Date		Revised 10/10