



PERSONAL INFORMATION CHANGE REQUEST

Office of the Registrar, One Washington Square, San Jose, CA 95192-0009

STUDENT PERSONAL INFORMATION CHANGE

This form is used to correct your name, address, date of birth, Social Security Number, or Gender Correction. For any corrections other than an address change, legal documentation will be required, i.e. court document, Driver's License, Social Security Card, etc. Please submit to Window "R" in Student Service Center in person, via mail or fax to 408-924-2077. Copies of legal documents including your photo ID are required.

Please answer the following questions:

- 1. Have you ever been employed at SJSU? Yes No
If you have ever been previously employed by the University (student assistant, staff, faculty, other), you must contact Human Resources to fill out an additional form for the payroll department.
2. Which best describes your student status? Applicant/New Continuing Former student
3. Have you or will you be a financial aid recipient? Yes No
This form does not replace any request from Financial Aid

Current Legal Name on Record at SJSU:

SJSU ID Number:

Last First Middle

Please select from the following choices:

Name Change: SJSU uses your legal name. If you have ever been employed by SJSU, you will also need to change your name for payroll in Human Resources(see above). Required 1) legal document pertain to your name change 2) government issued photo ID.
Have you applied for graduation? Yes No
Last First Middle
Address Change: please indicate if it is for home, mailing or diploma:
If you are student with I-20 (F1 or J1 visa), you need to take this form to ISSS
Street City State Zip Code
Date of Birth Correction: birth certificate or passport is required.
Previous Date of Birth on Record at SJSU Corrected Date of Birth
Social Security Number Correction: copy of SSN card is required.
Current Social Security Number on Record Corrected Social Security Number
Gender Correction: court document and birth certificate are required
Current Gender on Record (Male, Female or Unknown) Corrected Gender (Male or Female)

Student Signature:

Date:

Table with 2 columns: Field (Received by, Processed by) and Date.