

Correction of Demographic Information on Student Record

Submit this form with appropriate legal documentation (specified below) through your myCI portal by selecting the Demographic Corrections service icon. Current and former CSUCI employees (including student employees) will also need to correct their demographic information by going to the Human Resources office in Lindero Hall-1804.

Legal documentation is required for SSN/ITIN and Date of Birth, i.e. Social Security Card, Court Documents, Driver's License, Birth Certificate, Passport, or State ID Card.

This form, along with copies of legal documentation, must be submitted through your myCI portal. No faxes or emails are allowed. If form is faxed or emailed it will not be processed. You will be contacted if document is not legible.

For Financial Aid recipients: Your social security number on record at CSUCI should match your FAFSA application.

Student ID: _____ Phone: _____ Date: _____

Email: _____

<input type="checkbox"/> Social Security/ITIN Correction: Social Security Number/ITIN: _____/_____/_____
<input type="checkbox"/> Date of Birth Correction: Corrected Date of Birth: _____/_____/_____
<input type="checkbox"/> Gender Correction (No documentation needed): Gender: _____

I understand University records will reflect the information above. I declare the information provided is true and correct. This change of demographic information will not be used for fraudulent purposes and represents a bona fide change in the sense that it is to be or has been used consistently.

Student's Signature _____ **Date** _____

Administrative Use Only-Records & Registration

Processed by _____ PS Update: _____ Electronic File Update: _____ Date: _____ Student Notification: _____
 (Staff Initials) (Date) (Staff initials) (Date)