Correction of Demographic Information on Student Record

Submit this form with appropriate legal documentation (specified below) to the Registrar's Office via your myCI portal by selecting the Demographic Corrections service icon. **Current and former CSUCI employees (including student employees) will 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.

If unable to submit through the Demographic Corrections Service icon in the myCI portal please submit in a password protected email to registrar@csuci.edu. You will be contacted if document is not legible.

For detailed instructions on how to submit this form and documents via the myCI portal please visit:

https://www.csuci.edu/registrar/namechange.htm

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

Student ID: _____ Phone: _____ Date: _____

Email: _____

☐ **Security/ITIN Correction: Submit picture or copy of SSN card or ITIN letter**   Social Security Number/ITIN: _____/_____/_____
☐ **of Birth Correction: Submit picture or copy of state ID/driver's license/birth certificate or passport**   Corrected Date of Birth: _____/_____/_____
☐ **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)

Revised 09/10/2024