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) can only correct their demographic information by going to the Human Resources office in Lindero Hall-1804.

Legal documentation is required, 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: _____

☐ **Social Security/ITIN Correction:**	
Social Security Number/ITIN: _____/_____/_____	
☐ **Date of Birth Correction:**	
Corrected Date of Birth: _____/_____/_____	
☐ **Gender Correction (legally documented):**	
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_____