



**STUDENT PERSONAL INFORMATION CHANGE**

This form is used to correct your name, date of birth, gender or Social Security Number. **Legal documentation will be required**, i.e. court document, Driver’s License, Social Security Card, etc. Copies of legal documents received must include a copy of your photo ID. You may return this form via USPS mail or fax directly to 707-664-2060. For security reasons, **do not send this form and supporting documentation via email. Please answer the following questions:**

- Have you ever been employed at Sonoma State University?  Yes  No  
*If you have ever been previously employed by the University (student assistant, staff, faculty, other), you must contact Human Resources.*
- Which best describes your student status?  Applicant/Admitted  Current Student  Former

**Current Legal Name on Record at Sonoma State:**

**Student ID Number:**

\_\_\_\_\_

Last                                  First                                  Middle

**Please select from the following choices:**

|  |  |   |        |
|--|--|---|--------|
| <input type="checkbox"/>                           | <b>Name Change</b>                       | <i>Sonoma State uses your legal name. If you have ever been employed by Sonoma State, you must contact Human Resources.</i> |        |
| _____  |  |   |        |
| Last   |  | First   | Middle |
| <input type="checkbox"/>                           | <b>Date of Birth Correction</b>          |   |        |
| _____  |  | _____   |        |
| Previous Date of Birth on Record at Sonoma State   |  | Corrected Date of Birth   |        |
| <input type="checkbox"/>                           | <b>Social Security Number Correction</b> |   |        |
| _____  |  | _____   |        |
| Current Social Security Number on Record           |  | Corrected Social Security Number  |        |
| <input type="checkbox"/>                           | <b>Gender Correction</b>                 |   |        |
| _____  |  | _____   |        |
| Current Gender on Record (Male, Female or Unknown) |  | Corrected Gender (Male or Female)   |        |

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

|                        |       |                  |
|------------------------|-------|------------------|
| <b>OFFICE USE ONLY</b> |       |                  |
| Received by:           | Date: | File Updated By: |
| Processed by:          |       | Date:            |