



# Change of Personal Information

Student Affairs—Admissions/Records/Enrollment Services  
4501 Amnicola Hwy., Chattanooga, TN 37406-1097  
Phone: 423-697-4401 Fax: 423-697-4709  
www.chattanoogastate.edu

Please Check Applicable Box(es):

Student

Employee

Name (please print): \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Student ID (A Number): \_\_\_\_\_

## I. Change of Name:

All requests to change name must be accompanied by your signed Social Security card or documentation from the Social Security Administration verifying legal name and Social Security number. International students may use the I-9 form.

Current Name on File: \_\_\_\_\_  
Last First Middle

New Legal Name: \_\_\_\_\_  
Last First Middle

## II. Change of Social Security Number:

All requests to change Social Security Number must be accompanied by your signed Social Security card.

Previous Social Security Number on file: \_\_\_\_\_

Current Social Security Number: \_\_\_\_\_

## III. Correction to Date of Birth:

All requests to correct your date of birth must be accompanied by your state driver license, birth certificate or passport verifying the correct date of birth.

Correct date of birth: \_\_\_\_\_  
mm/dd/yyyy

### Please Read Carefully

Your name and Social Security number at Chattanooga State must match your legal name and Social Security number. Any discrepancies in this information may result in forfeiture of Financial Aid or other problems.

By signing this form you are assuming responsibility for any consequences that may result from changing your name or Social Security number on file, and are doing so with no intent to defraud Chattanooga State Community College.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only.

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Forwarded to HR \_\_\_\_\_