

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

## Change of Personal Information

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-94 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.
- Please keep in mind that changing your name will also result in an updated TigerID and TigerMail account.
- Please wait 7 business days after submitting the change of name request. Then click on the TigerID Wizard on the TigerWeb home page. Enter your A number. You will then see your new TigerID and be able to reset your password.
- To locate your new TigerMail address, log in TigerWeb and click "Click Here To Enter." Go to the Personal Information tab, and then "View Email Addresses."
- If you have problems accessing your account, please email StudentTechSupport@chattanoogastate.edu

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