



# DEMOGRAPHIC CHANGE OF INFORMATION REQUEST FORM

Please complete all applicable areas below and return this form to the **Enrollment Services Office** for processing.

If you are outside the Lake Tahoe area, this form may be mailed to Lake Tahoe Community College, ATTN: Enrollment Services office, One College Dr., South Lake Tahoe, CA 96150 or faxed to (530) 542-1781. Or e-mail to [Enrollmentservices@ltcc.edu](mailto:Enrollmentservices@ltcc.edu)

Student ID#: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Name on file: \_\_\_\_\_ Chosen First Name: \_\_\_\_\_  
Last First Middle

**LTCC status (mark all that apply):**

- Current student
- Former student
- Current employee
- Former employee

<b>Social Security # Change</b>	Old Social Security Number	New Social Security Number:
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*Attach copies of your photo identification and new social security card or bring both items to the Enrollment Services office to be copied.*

**Name Change**

New Name:		Reason:	Marriage/Divorce Error	Legal Change Other
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*Please bring a government issued identification to Admissions & Records which shows your correct name. Examples would be a passport, social security card or driver's license.*

→ *If you are a current or former college employee, a new social security card is required for name changes.*

**Address Change**

Mailing Address:				
Street address or P.O. Box		City	State	Zip Code
Physical Address:				
Permanent street address (legal residence*)		City	State	Zip Code

*\* Note: If you are attempting to establish California residency, a supplemental residency form and additional documentation will be required.*

**Phone Change**

Primary Phone:		Secondary Phone:	
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**Emergency Contact**

Name:		Phone:	
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**Date of Birth**

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*Errors in date of birth may be corrected by bringing documentation of the correct date to the Enrollment Services office.*

**External E-mail Change**

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*\* Note: The External e-mail address change is used specifically for "password reset" purposes.*

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

<b>Office Use Only</b>	Routing: All forms: Enrollment Services (entry in Colleague) If current or former employee: Human Resources (HR files) and Payroll (entry in QSS)		
	All: Appropriate documentation NAE - initials _____ EMER - initials _____	Student: A&R – check for residency update A&R – check for graduation petition A&R – scan to student file	Employee: Employee only – forward original to HR Employee & student – copy/scan to student file and forward original to HR HR – update in QSS and forward to Payroll
	Comments:		