DEMOGRAPHIC CHANGE OF INFORMATION REQUEST FORM

Please complete all applicable areas below and return this form to the <u>Enrollment Services Office</u> 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

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

Social Security # Change	Old Social Security Number	New Social Security Number:

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 ☐ Legal change ☐ Error ☐ Other

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:	

Emergency Contact	Name:		Phone:	

Date of Birth		

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

<u>External</u> E-mail Change _____

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

Signature: _____   **Date:** _____

Office Use Only	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 – f*orward original to HR*
	   Employee & student – c*opy/scan to student file and forward original to HR*
	   HR – update in QSS and forward to Payroll

	Comments: