

Student Information Update Form

SECTION I: STUDENT VERIFICATION INFORMATION

Current name: _____ CR ID#: _____
(As it appears in CR database) Last First Middle

SECTION II: INFORMATION TO BE UPDATED

Check the section(s) that you wish to update, complete the section, and provide documentation where required

Chosen Name & Pronoun Update

Chosen First Name: _____
(If different from legal first name)

[Chosen name will update: Display names in Email, WebAdvisor & Canvas (login/usernames will remain the same as legal name)]

Pronoun: SHE (She/Her/Hers) HE (He/Him/His) ZE (Ze/Hir/Hirs)
 THEY (They/Them/Their) NAME (use my name as pronoun)

Contact Information Update

New Telephone Number 1: _____ <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	New Telephone Number 2: _____ <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
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New Physical Address: _____	New Mailing Address (If different from Physical): _____
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Street _____	Street _____
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City _____	State _____	Zip Code _____		City _____	State _____	Zip Code _____
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New Personal Email Address: _____

Legal Information Update

Two government issued documents are required for legal name, DOB and/or SSN changes

- AND**
1. Signed Social Security Card, Court Ordered Name Change or Marriage License (verifying the legal name change)
 2. Government Issued Photo ID Card (e.g.: Driver's License, Passport, State ID Card)

Former Legal Name: _____
Last First Middle

New Legal Name: _____
(As printed on SS Card) Last First Middle

For Employees changing Legal Name, a new I-9 form needs to be completed with HR

[Legal name will update: Email, WebAdvisor & Canvas logins/usernames as well as display names]

Legal Sex: Male Female X

Social Security Number: _____ - _____ - _____ Date of Birth: _____ / _____ / _____
(ONLY enter if updating SSN)

SECTION III: SIGN AND DATE

I declare that these changes are true and correct to the best of my knowledge and understand that it may take 24-48 business hours for any changes to be reflected in my account.

Student's Signature _____ Date _____

Submit form to Admissions and Records Department: admissions@redwoods.edu or in person to the Student Services Building

OFFICIAL USE ONLY	
<input type="checkbox"/> NAE/ST-BIO	<input type="checkbox"/> Ticket
<input type="checkbox"/> Email (BO, FinAid, HR, FinAid Processing Specialist, Payroll Clerck, A&R Director) Initials _____ Date ____ / ____ / ____	