

Student Information Update Request

(RETURN THIS FORM IN-PERSON TO STUDENT SERVICES. PLEASE REVIEW THE [INFORMATION UPDATE GUIDELINES](#) BELOW BEFORE SUBMITTING.)

CURRENT INFORMATION:

NAME: _____ **STUDENT ID#** _____
NAME CURRENTLY ON FILE 8-DIGIT IDENTIFICATION NUMBER

UPDATED INFORMATION:

(CHECK ALL THAT APPLY)

LEGAL NAME: _____
FIRST MIDDLE LAST

SOCIAL SECURITY NUMBER: _ _ _ - _ _ - _ _ _

LEGAL SEX: Female Male Intersex Other

GENDER IDENTITY: Woman Trans Female/Woman Genderqueer/ Non-Conforming
 Man Trans Male/Man Other Identity

ADDRESS: _____
NEW STREET ADDRESS APT/UNIT #

CITY STATE ZIP CODE

PHONE NUMBER: (____) - _____
NEW PHONE NUMBER PHONE TYPE (HOME, CELL, ETC)

EMAIL ADDRESS: _____ @ _____
NEW EMAIL ADDRESS

INFORMATION UPDATE GUIDELINES:

In order to request ANY update to your student record, you must provide:

- Signed copy of the Student Information Update Request
- Photo Identification

In order to request an update to your LEGAL NAME, you must also provide a copy of *at least one of the following*:

- Current state/government issued ID
- Social Security Card
- Marriage License
- Adoption Papers
- Divorce Certificate or Decree
- Court Order

In order to request an update to your SOCIAL SECURITY NUMBER, you must also provide a copy of the following:

- Social Security Card

In order to request an update to your LEGAL SEX, you must also provide a copy of *at least one of the following*:

- Current state/government issued ID
- Current Birth Certificate
- Current US Passport

All requests from foreign passport and permanent resident card holders also require a copy of the requestor's foreign passport or permanent resident card.

Students with a F1 or F2 visa status need to make any requests with our International Students Officer by emailing them at international.students@paradisevalley.edu.

Paradise Valley Community College reserves the right to request additional documentation at any time in order to complete your request.

THIS FORM MUST BE SUBMITTED BY THE STUDENT IN PERSON TO THE ADMISSIONS & RECORDS OFFICE. THIRD-PARTY SUBMISSIONS WILL NOT BE ACCEPTED.

BY SIGNING THIS DOCUMENT, I AGREE THAT ALL INFORMATION PROVIDED IS CORRECT AND TRUTHFUL. I UNDERSTND THAT ANY MISREPRESENTATION OR FALSIFICATION IS SUFFICIENT CAUSE FOR REVERSAL OF THIS REQUEST, CANCELLATION OF ENROLLMENT, AND/OR OTHER DISCIPLINARY ACTION.

Signature: _____

Date: ____/____/____