

STUDENT CHANGE OF INFORMATION FORM

California State University, Chico
Student Records and Registration
Chico, CA 95929-0720
Phone: (530) 898-5142
Fax: (530) 898-4359

Name: _____ Chico State ID: _____
Last First Middle (Maiden)
(Name currently on CSU, Chico record)

Currently Enrolled _____ Last Enrolled _____
Semester Year Semester Year

STUDENT SIGNATURE REQUIRED

_____ Date

Mark and complete only the section(s) which require corrections.

PERSONAL INFORMATION

Name
 CSU, Chico will use your legal name. If you are a current CSU, Chico employee (AS or Foundation **not** included) you may also need to change your name in Human Resources, KNDL 222.
Please provide a copy of one of the following: Driver's License, Identification Card, Social Security Card, or Court Documentation

Correct Name _____
 Last First Middle (Maiden)

Office Use Only	PS <input type="checkbox"/>	Record <input type="checkbox"/>	IN <input type="checkbox"/>	Com <input type="checkbox"/>
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Social Security Number
 If you are a current CSU, Chico employee (AS or Foundation **not** included) you will need to change your SSN in Human Resources, KNDL 222. We cannot process your request.
Please provide a copy of your Social Security Card.

SSN on record _____ -- _____ --

Correct SSN _____ -- _____ --

Office Use Only	PS <input type="checkbox"/>	Record <input type="checkbox"/>	IN <input type="checkbox"/>	Com <input type="checkbox"/>
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Demographic Information **Mark and complete only the section(s) which require correction.**

Date of Birth _____
 Month Day Year
Please provide a copy of one of the following: Driver's License, Identification Card, or Birth Certificate

Gender (Circle One): Male Female
Please provide a copy of your Driver's License or Identification Card

Office Use Only	PS <input type="checkbox"/>	Record <input type="checkbox"/>	IN <input type="checkbox"/>	Com <input type="checkbox"/>
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Please return this form to the **Student Records and Registration Office (SSC 110)**
If you are a current CSU, Chico employee (AS & Foundation **not** included) you may also need to change your information in Human Resources, KNDL 222.

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Former students only. Current students update the information below in the Student Center.

Mark and complete only the section(s) which require corrections.

ADDRESSES AND PHONE NUMBERS

Permanent Mailing Address: This is the address utilized when classes **are not** in session e.g. Winter/Spring break, summer, and after graduation.

Street _____
Number Street Room/Apt #

City _____ State _____ Zip _____

Telephone Number _____ Country _____
Area Code

Local Mailing Address: This is the address utilized when classes **are** in session.

Same as Permanent Mailing Address

Street _____
Number Street Room/Apt #

City _____ State _____ Zip _____

Telephone Number _____ Country _____
Area Code

Billing Address (Optional): A specific address, *different from your Permanent or Local address*, may be utilized for mailing of **ALL** fee statements.

Street _____
Number Street Room/Apt #

City _____ State _____ Zip _____

Telephone Number _____ Country _____
Area Code

PRIVACY RIGHTS

Family Educational Rights and Privacy Act (FERPA) The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as 'directory information' and gives the university the right to disclose such information without the students permission, unless the students specifically request that all such information not be released without their written consent. A complete listing of information designated as directory information and more information regarding privacy rights is available in the university catalog. Please be aware that restricting your information could also restrict your ability to access your information without picture identification.

Please provide a copy of your Driver's License or Identification Card

RESTRICT directory information

--OR--

RELEASE directory information

Please return this form to the **Student Records and Registration Office (SSC 110)**

If you are a current CSU, Chico employee (AS & Foundation **not** included) you may also need to change your information in Human Resources, KNDL 222.