

Student Affairs—Admissions/Records/Enrollment Services
4501 Amnicola Hwy., Chattanooga, TN 37406-1097
Phone: 423-697-4401 Fax: 423-697-4709
www.chattanoogastate.edu

Change of Personal Information

Please Check Applicable Box(es): Student Employee

Name (please print): _____
Last First Middle

Date of Birth: ____ / ____ / ____ Student ID (A Number): _____

I. Change of Name:

All requests to change name must be accompanied by your signed Social Security card or documentation from the Social Security Administration verifying legal name and Social Security number. International students may use the I-94 form.

Current Name on File: _____
Last First Middle

New Legal Name: _____
Last First Middle

II. Change of Social Security Number:

All requests to change Social Security Number must be accompanied by your signed Social Security card.

Previous Social Security Number on file: _____

Current Social Security Number: _____

III. Correction to Date of Birth:

All requests to correct your date of birth must be accompanied by your state driver license, birth certificate, or passport verifying the correct date of birth.

Correct date of birth: ____ / ____ / ____
mm/dd/yyyy

Please Read Carefully

- Your name and Social Security number at Chattanooga State must match your legal name and Social Security number. Any discrepancies in this information may result in forfeiture of Financial Aid or other problems.
- By signing this form you are assuming responsibility for any consequences that may result from changing your name or Social Security number on file, and are doing so with no intent to defraud Chattanooga State Community College.

Student Signature: _____ Date: _____

Office use only.

Processed by: _____ Date: _____ Forwarded to HR _____