California State University, Los Angeles
Office of Admissions and Recruitment

BIO/DEMO CHANGE

This form is for applicants and new students only. If you are current or former student, please contact the Records Office.

Campus Identification Number (CIN): _____

Name currently on Cal State LA records: _____

Phone: _____ Email: _____

To process changes, the Office of Admissions and Recruitment requires **government-issued documentation** to verify information. With this request, attach a copy of your current government-issued photo ID; if you are under 18 years old, a school-issued photo ID is also acceptable.

PLEASE COMPLETE ONLY THE SECTION(S) TO BE CHANGED/CORRECTED:

☐ **PRIMARY/LEGAL NAME CHANGE/CORRECTION**
(**NOTE**: For financial aid, name must be exactly as it appears on the SSN card, and/or financial aid application.)

First: _____

Middle: _____

Last: _____

☐ **SOCIAL SECURITY NUMBER (SSN) / Individual Tax Identification Number (ITIN) UPDATE/CORRECTION**
(**IMPORTANT**: Name on SSN/ITIN card must match primary/legal name on school records.)

Please change my SSN/ITIN to: _____

☐ **DATE OF BIRTH (DOB) CORRECTION**

Please correct my birthdate to: [month] _____ [day] _____ [year] _____

☐ **OTHER -** change information that is displayed in GET Student Center-Personal Information section

Specify change: _____

STUDENT CERTIFICATION:

I certify that I am the individual represented in the documents attached. I understand that false statements or misrepresentation will be reported to the Department of Education Inspector General and the U.S. Attorney General and may result in expulsion from Cal State LA.

Student Signature: _____ Date: _____

ATTACH SUPPORTING DOCUMENTS

ALL DOCUMENTATION MUST MATCH THE PRIMARY/LEGAL NAME IN YOUR STUDENT RECORDS (OR OFFICIAL RECORDS)

- **ALL REQUESTS MUST INCLUDE A COPY OF YOUR GOVERNMENT-ISSUED PHOTO ID.**
- NAME CHANGE – Marriage License, Divorce Decree, Court Order for legal name change, or Naturalization Certificate.
- NAME CORRECTION – Adoption/Birth Certificate, passport, or social security card.
- SSN or ITIN CHANGE – Signed Social Security Card or Signed Individual Tax Identification Card (or IRS ITIN verification letter)
- DATE OF BIRTH CORRECTION – Adoption/Birth Certificate or passport
- OTHER CHANGE – Please specify requested change and provide supporting official documentation as appropriate.

Upload Bio Demo Packets to: **www.calstatela.edu/admissions/uploading-documents**