

Student Information Update Form

Student Name: _____

Cougar ID: _____

Please mark and complete the section(s) you are requesting to be updated and include your name and Cougar ID number on all attachments. Items marked with an * can be updated by going to [CougarWeb](#) and clicking on 'Update Profile.'

If you want to update your Personal Identity Options (Chosen Name, Preferred Pronouns, or Gender Identity) log on to [CougarWeb](#) and click on 'Update Profile.'

***Contact Information Update**
Address: Street: _____ Apt Number: _____
City: _____ State: _____ Zip Code: _____
Phone: Current Number: _____
Secondary email: _____
NOTE: Your Columbus State student.csc.c.edu email will always be primary.
Emergency Contact: Name: _____ Phone Number: _____

Texting Options
Would you like to receive texts from CSCC regarding important information? Yes
Cell Phone Number: _____ Cell Phone Company/Provider: _____
Cell number and Provider is required for texts

Legal Name Changes/Corrections – Your name change could result in a change to your Columbus State username. Visit [password.csc.c.edu](#) in 24-48 hours to discover your updated username.

Current Name on File: _____
(Please print clearly) (First, Middle, Last)

New Name: _____
(First, Middle, Last)

Reason for change: Correction to Name (**Documentation required:** current/valid government issued photo ID with full name.)

Name Change due to Marriage, Divorce, or Legal Name Change (**Documentation required:** current/valid government issued photo ID AND a copy of associated document that verifies the name change, such as marriage license, divorce decree, or court order of legal name change.)

Social Security Number Correction: _____
Documentation required: Current/valid government issued photo ID, and copy of signed Social Security Card.

Selective Service Number: _____

Date of Birth Correction: ____/____/____

Documentation required: Current/valid government issued photo ID with full name and date of birth.

Submit this completed form and all required documentation to changeinfo@csc.c.edu or to Student Central/Student Services (addresses above). If you have questions, contact us at 614-287-5353.

By signing I certify that all the information reported is complete and correct.

Student Signature (Required)

Date