

## Student Information Update Form

Student Name: \_\_\_\_\_

Cougar ID: \_\_\_\_\_

- Please **ONLY** select and complete the section(s) below that require an update and provide a signature at the bottom.
- Options for submitting this form:
  - To submit electronically, please email the completed form and all required documentation as attachments to [changeinfo@csc.edu](mailto:changeinfo@csc.edu) from your CSCC student email. (Please note: CSCC student email must be used for security and verification purposes.)
  - To submit in-person, please visit the locations listed above during our hours of operation.
- To update your mailing address, emergency contact information, or Personal Identity Options (Chosen Name, Preferred Pronouns, or Gender Identity), log into [cougarweb.csc.edu](http://cougarweb.csc.edu) and click on 'Update Profile.'

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### Legal Name Changes/Corrections:

Current Name on File: \_\_\_\_\_  
(First, Middle, Last ---- Please print clearly)

Updated/Corrected Name: \_\_\_\_\_  
(First, Middle, Last ---- Please print clearly)

#### Reason for change:

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**Name Correction (due to typing errors, etc.)**

(Documentation required: Valid government-issued photo ID, such as a Driver's License, State ID card, green card, passport, or current US Military ID, showing the full name.)

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**Name Change (due to Marriage, Divorce, or Legal Name Change)**

(Documentation required showing updated name: Valid government-issued photo ID AND a copy of associated document, such as marriage certificate [not marriage license], divorce decree, or court order of legal name change.)

(Please note: Name changes can result in changes to the student's Columbus State username. Visit [password.csc.edu](http://password.csc.edu) in 24-48 hours to discover your updated username.)

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**Social Security Number Correction:** \_\_\_\_\_

Documentation required: Valid government-issued photo ID AND a copy of signed Social Security Card.

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**Selective Service Number:** \_\_\_\_\_

(For more information, including the option to register and verify registration, please visit [sss.gov](http://sss.gov))

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**Date of Birth Correction (DD/MM/YYYY format):** \_\_\_\_/\_\_\_\_/\_\_\_\_

Documentation required: Valid government-issued photo ID (such as Driver's License, State ID card, green card, passport, or current US Military ID) showing the full name and date of birth.

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**Texting Opt-In:** Yes, I would like to receive texts from CSCC regarding important information.

Cell Phone Number: \_\_\_\_\_ Cell Phone Company/Provider (required): \_\_\_\_\_

By signing, I certify that all the information and documentation submitted is complete and accurate.

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date (Required)