Edison State COMMUNITY COLLEGE

Change/Correction of Name, DOB, or SSN
Documentation must be attached
(Return to Student Affairs/Registrar __in person__ to confirm identity)

NEW/Corrected Information

Last Name _____ First Name _____ M.I. _____

Former / Incorrect Information

Last Name _____ First Name _____ M.I. _____

Student ID# _____ Current Phone Number _____

Alternative email address:
(address that will be contacted when update is complete) _____

- I hereby request that Edison State Community College use the current name indicated below for my college records and to cross-index all records pertaining to me.
- I understand that my Edison State email and Blackboard accounts will not be updated.
- I will be notified when my Edison State email and Blackboard accounts are officially changed and directed how to access my new accounts.

_____   _____
Student Signature   Date

Complete the appropriate section below and provide the required documentation.

☐ **Chosen Name Change** -For Students seeking to use a chosen name that differs from their legal name.
   Updating/Adding a chosen name is done in MyESCC
   1. Log into MyESCC
   2. Click on your username in the top right corner and select About You
   3. Under About You, click Edit Personal Identity. You will then be able to enter a Chosen first name and/or select a preferred pronoun

Chosen name will appear in MyESCC and grade rosters. Chosen name will not appear in these common systems (list is not comprehensive) Unofficial transcripts, official transcripts, billing records, financial aid records, person proxy, enrollment verifications, student employment documents any state or federal reporting.

☐ **Name Correction** (If the name in the system has been misspelled)
Change requires a current photo ID with your full name, such as a driver's license, state ID card, or passport

☐ **Legal Name Change**
You must provide **two** pieces of documentation:
   1) a current photo ID, such as a driver's license, state ID card, or Passport, showing your new name
   2) your Social Security Card, showing your new name
   3) a copy of the legal court documentation showing the approved name change (for example, marriage license, divorce decree)

☐ **Date of Birth Correction**
Change requires a current photo ID with your full name, such as a driver's license, state ID card, or passport, showing your date of birth

Incorrect Date of Birth			**Correct Date of Birth**		
Month	Day	Year	Month	Day	Year

☐ **Social Security Number Correction**
You must provide two pieces of documentation:
   1) a current photo ID, such as a driver's license, state ID card, or Passport
   2) your Social Security Card

Incorrect SSN _____ - _____ - _____   **Correct SSN** _____ - _____ - _____