



STUDENT RECORD CORRECTION FORM

Admissions and Records Office • 1000 W. Foothill Blvd., Glendora, CA 91741-1899 • (626) 914-8511 • www.citruscollege.edu

(Please print use black or blue ink)

Fall Winter Spring Summer 20_____

Instructions:
 If you are requesting a name change or correction of your social security number, you must provide your social security card and a valid photo id. Photo copies are not acceptable.
 If you are requesting a change in your date of birth, you must provide documentation of your correct date of birth. Examples of acceptable documentation include a certified copy of your birth certificate; passport; driver's license or state id. Photo copies are not acceptable.

SUBMIT COMPLETED FORM TO THE ADMISSIONS & RECORDS OFFICE

Carefully fill in the following information AS IT PRESENTLY EXISTS on your record (even if incorrect):

Last Name	First Name	Middle Name
Student Identification Number	Birth Date:	Mo Day Year

Carefully fill in ONLY that information which has legally changed.

- ◆ NEW OR CORRECTED NAME: _____

Last Name
First Name
Middle Name
- ◆ NEW OR CORRECTED SOCIAL SECURITY NUMBER: _____ - _____ - _____
- ◆ CORRECTED BIRTH DATE: _____

Month
Day
Year
- NEW PERMANENT LEGAL RESIDENCE ADDRESS: _____ Effective Date: _____

Number Street Apt No City State Zip
Mo Day Year
- NEW MAILING ADDRESS: _____ Effective Date: _____

Number Street Apt No City State Zip
Mo Day Year
- NEW PHONE NUMBER (_____) _____ NEW CELL PHONE NUMBER: (_____) _____
- E-MAIL ADDRESS: _____
- NEW MAJOR: _____

I certify that the information on this Student Record Correction Form is correct and I understand that falsification or failure to report change in residence may result in my dismissal.

Student Signature _____ Date _____

FOR OFFICE USE ONLY:

◆ Documentation required and attached

Correction form received by: _____	Date Correction form received: _____
<input type="checkbox"/> Name <input type="checkbox"/> Social Security Number <input type="checkbox"/> Birth date	Verified by: _____ Date verified: _____
Entered in Banner by: _____	Date entered in Banner: _____