

# STUDENT PERSONAL INFORMATION CHANGE REQUEST

**INSTRUCTIONS:**

- To request an official name, social security number, and/or birthdate change, please complete and sign this form.
- Submit the completed form to the Student Support Counselor along with official documentation substantiating the requested change. Examples of substantiating documentation include but are not limited to a copy of a government-issued identification card, marriage license, divorce decree, or other court document. Please allow 7 to 10 business days for processing.
- To update your mailing address, phone number, and/or personal email address with The Chicago School, login into the [Academic Portal](#) <My Records>My Contact Information at <https://apps.thechicagoschool.edu>.
- For a social security number/taxpayer ID number update, please contact [Student Accounts](#) and [Financial Aid](#) to discuss the impact of the change.

Global Engagement- [international@thechicagoschool.edu](mailto:international@thechicagoschool.edu)

**Current Name Listed on The Chicago School Records:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ School e-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus: \_\_\_\_\_ Last 4 Digits of Social Security Number: \_\_\_\_\_ XXX-X-\_\_\_\_\_

**Check the Box Next to the Information to be Changed:**

**Name:** Check Reason for Change and Provide Legal Documentation: Effective Date: \_\_\_\_\_

Marriage  Divorce  Legal Name Change  Correction of Error  Other (Please Specify):

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Social Security Number:** Check Reason for Change and Provide a copy of your Social Security or Taxpayer ID card  
*Contact Student Account and Financial Aid to discuss the impact of the change.*

Correction of Error  New Social Security Number  New Taxpayer ID Number

Check this box if you are an International student and wish to receive a 1098T tax form. You must also provide your SSN or ITIN.

Current Number on Record: \_\_\_\_\_ New Number: \_\_\_\_\_

**Date of Birth:** Provide a copy of your current Driver's License, State ID, or Birth Certificate. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month Day Year

**Change of Citizenship:** Provide proof of citizenship (Certificate of Naturalization, Passport, Certificate of U.S. Citizenship)

**STATEMENT OF REQUEST**

"I request to change my personal information on my official records at The Chicago School as indicated above."

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Processed By: \_\_\_\_\_

Notifications:  Academic Department  IT  OPT

Student Affairs  Financial Aid  Student Account

Proof:  Marriage License  State/Federal ID

Other: