

## STUDENT PERSONAL INFORMATION CHANGE REQUEST

**INSTRUCTIONS:**

1. To request an official name, social security number, and/or birthdate change, please complete and sign this form.
2. Submit the completed form 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.
3. 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>.
4. For a social security number/taxpayer ID number update, please contact [Student Accounts](#) and [Financial Aid](#) to discuss the impact of the change.
5. Submit completed form and documentation to Student Support via Email or Fax:
  - a. **EMAIL:** [studentsupport@thechicagoschool.edu](mailto:studentsupport@thechicagoschool.edu) | **PHONE:** 800.595.6938 (Opt. 1) | **FAX:** 312.254.1442

**Current Information Listed on The Chicago School Records:**
**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **School E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Campus:** \_\_\_\_\_ **Last 4 Digits of SSN: XX-XX-** \_\_\_\_\_

**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.

*Please contact Student Accounts and Financial Aid to discuss the impact of this 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. MM/DD/YYYY: \_\_\_\_\_

 **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 of Professional Psychology as indicated above."

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

### FOR OFFICE USE ONLY

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

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

 Notifications:  Academic Dept.  IT  OPT  Student Affairs  Financial Aid  Student Accounts

 Proof:  Marriage License  State/Federal  Other: \_\_\_\_\_