

OFFICE OF ACADEMIC RECORDS AND REGISTRAR
CHANGE/CORRECTION OF PERSONAL INFORMATION**STUDENT INFORMATION**USC ID Number: — — Date of Birth:
MM DD YY

Last Name

First Name

Middle Name

Student Signature (Required)

Date

Email Address (Required)

CHANGE/CORRECTION OF STUDENT NAME (if applicable)**(REQUIRED PROOF:** Court order, valid driver's license, passport, student visa, certificate of naturalization, marriage certificate, or other government issued document.)

Previous Name:

Last Name

First Name

Middle Name

Change/Correct Name:

Last Name

First Name

Middle Name

ADDITION/CORRECTION OF SOCIAL SECURITY NUMBER (if applicable)**(REQUIRED:** Photocopy of your current Social Security card)Add/Correct SSN: — — **Note:** The university maintains student records using the 10-digit USC ID. Social Security numbers are not university IDs and are maintained only for students applying for financial aid or for applicable tax reporting requirements. A copy of your SSN card can be submitted as an attachment through the askUSC contact form.**CHANGE/CORRECTION OF DATE OF BIRTH (if applicable)**

Change/Correct Date of Birth:

MM DD YYYY**(REQUIRED PROOF:** Copy of birth certificate, valid driver's license, or government issued document displaying your date of birth.)**CHANGE/CORRECTION OF GENDER (if applicable)**

Change/Correct Gender:

Male

☐

Female

☐

Nonbinary

☐**(REQUIRED PROOF:** Court order verifying legal gender, valid driver's license, or government issued document displaying your gender.)**CHANGE/CORRECTION OF ADDRESS (if applicable)**

Change/Correct Address:

Perm.

☐

Current

☐**Note:** Please check which address you'd like to have changed (current, permanent, or both).

Street Address

City

State

Zip Code

Country

Note: Name and gender changes will not be reflected on federal documents unless the student has made these changes to their Social Security information. Unless submitting this form via your USC email account, a photo ID must also be presented.
Email us to submit your documents.