

# Student Data Change Form

This change form is used for changes or corrections to your name, social security number, date of birth, permanent address, or major.

## INFORMATION CURRENTLY ON RECORD:

UH Student ID Number or MyUH Username: \_\_\_\_\_

Current Name on file: \_\_\_\_\_  
(LAST), (FIRST), (MIDDLE)

Are you currently enrolled at Leeward Community College? ☐ YES ☐ NO

Are you receiving benefits through the Department of Veteran Affairs?

☐ YES \*Signature of VA certifying official is required before Admissions & Records can accept this form.

☐ NO

Signature of VA certifying official: \_\_\_\_\_ Date: \_\_\_\_\_

## ITEMS TO BE CHANGED OR CORRECTED

Check and complete changes that apply. Attach required documents (\*), refer to back for more information.

☐ Social Security Number should be\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

☐ Birth Date should be\*: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(MM) (DD) (YYYY)

☐ Legal Name should be\*: \_\_\_\_\_  
(LAST), (FIRST), (MIDDLE)

☐ Preferred First Name: \_\_\_\_\_  
(Please read information in the back before signing below)

☐ Permanent Address: \_\_\_\_\_  
(STREET) (APT/SUITE)  
\_\_\_\_\_  
(CITY), (STATE) (ZIP CODE)

☐ Major should be: \_\_\_\_\_ Degree/Certificate: \_\_\_\_\_  
(Change of major effective beginning of the next term)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Admissions and Records use only**

Verified by: \_\_\_\_\_ Document Type: \_\_\_\_\_ Date Completed: \_\_\_\_\_

If not completed, reason: \_\_\_\_\_

**Leeward Community College  
Admissions and Records Office**

**POLICIES AND PROCEDURES GOVERNING STUDENT DATA CHANGES**

1. Leeward CC policies and practices
  - a. Legal name changes which are supported by appropriate specified documentation will be accepted for processing. Name changes will be noted on the Permanent Record Card (PRC) with the former name in parentheses for audit purposes (for students enrolled prior to Spring 1987 only). For currently enrolled students, instructor's class lists and grading rosters will reflect updated information.
  - b. Descriptive prefixes (e.g. Mr. Dr. Rev.), descriptive suffixes (e.g. Jr., II, III), nicknames and aliases are not deemed to be part of a person's legal name; unless such are made part of the legal name by which it is supported by legal name changing documentation.
2. Listed below is the acceptable documentation for each type of data change request. (Attach photocopy or present original documents together with this completed Student Data Change Form at the Leeward CC Admissions and Records Office)

Documents provided must support the requested data change. For example, if you are using a marriage certificate to document a name change, the marriage certificate must include your new legal name in order to be a valid name change document.

**a. Social Security Number**

- Social Security Card (SSC)
  - When the SS# change is from one valid SS# to another (excluding the 99-xx-xxxx SS# series), a Social Security Administration letter must also be submitted to verify the new valid SS# of the student.
  - If SS# change only involves 3 or less digits, or is the 900-xx-xxxx ID# changes to a valid SS#, presentation of SS card is sufficient.

**b. Birth Date Change**

- Birth Certificate (BC)
- Passport (PP)

**c. Name Change**

- Birth Certificate (BC)
- Court Petition (CP)
- Divorce decree or marriage certificate (DD/MC)
- U.S. Military ID Card (MID)
- U.S. Naturalization Certificate (NC)
- Passport (PP)
- U.S. Resident Alien Card (RAC)
- State ID Card (IDC)

**d. Preferred First Name**

By signing this document, I understand and agree to the following:

Refer to EP 7.302 Preferred Name Policy – to support student who have a preferred name, such as Hawaiian name, an international name or a name that is concurrent with their gender identity. This policy is limited to **first name** and not surname or family name. UH will make every effort to display preferred first name to the University community where feasible and appropriate and make a good faith effort to update reports, documents and systems. Preferred name will appear on UH ID card, class roster and directories such as Lulima and STAR.

UH reserves the right to deny or remove, with or without notice, any preferred name for misuse, including but not limited to fraud, misrepresentation, attempting to avoid legal obligation, or the use of highly offensive or derogatory name.

Legal name will still be used on certain records, including official transcripts, diplomas, paychecks, payroll records, enrollment verifications, medical records, financial aid documents, and other records, which require use of an official name of record.

- Special Characters are not possible at this time
- Replacement fee charges may apply to issue new UH ID card

**Submit a properly completed STUDENT DATA CHANGE FORM with the required documentation (if applicable) to the Leeward CC Admissions and Records Office, AD-220.**