



Instructions: Changes to address, telephone, and PIN may also be made online through the MySite student web portal. Please complete Section A using the information that is **currently** in our records. In Section B, please complete only those items that are to be updated. In order to make changes to your name, Social Security Number, or date of birth, you must present legal documentation, i.e., marriage license, court order, passport, driver's license, or original signed Social Security card.

Section A: Current Information

Please print clearly

Current Name In Saddleback College Records:		
Last	First	Middle
Date of Birth in SC Records:	Student ID Number:	Social Security Number in SC records:
<input type="checkbox"/> I am currently a Saddleback College Nursing Student.		
<input type="checkbox"/> I am currently an F1 Visa International Student		

Section B: Complete only the items you wish to update.

New Name:			
Last	First	Middle	
Correct Social Security Number:	Correct Date of Birth:	Telephone Number:	
Legal Address:	City	State	Zip
Mailing Address:	City	State	Zip

<p>College of Record within the South Orange County Community College District</p> <p>Your college of record is determined by where you submitted your application for admission. International students (F1 visa) must visit the International Student Office to change their college of record.</p> <p>Have you applied for Financial Aid through Irvine Valley College? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Students receiving financial aid through IVC may not change their college of record unless they receive a sign off from IVC FA Officer: Signature of IVC Financial Aid Officer _____ Signature Print Name</p> <p>I am currently participating in the EOPS program at IVC. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Students enrolled in EOPS through IVC may not change their college of record unless they receive a sign off from IVC EOPS Officer: IVC EOPS Officer _____ Signature Print Name</p> <p>I am requesting to change my college of record to Saddleback College from Irvine Valley College () ← Please initial.</p> <p>Brief explanation for changing College of Record: _____ _____</p>

I certify that the above information is true and correct _____
Student Signature Date

FOR OFFICE USE ONLY:		
Witnessed original (Document):		
Date Rec'd:	Date Completed	Completed by: