

This form is used to add, update, or correct student information in our Student Information System (SIS). Please note that if you are an active student with VPCC, you can update your mailing address and personal email address in SIS under your Student Center in the Personal Information section.

ID#: _____ First Name: _____ Last Name: _____

Email: _____@email.vccs.edu Phone #: _____

Student Signature: _____ Date: _____

CURRENT and FORMER STUDENTS

Name Change: Must submit a Government Issued ID (front and back) **OR** Marriage License **OR** Court Documents showing updated name.

Name: (Last, First, Initial) -OLD-	Name: (Last, First, Initial) -NEW-
---------------------------------------	---------------------------------------

Social Security Number: Must submit a front and back copy of the signed social security number card to update number in system.

Social Security Number: -OLD-	Social Security Number: -NEW-
----------------------------------	----------------------------------

Date of Birth: Must submit a Government Issued ID (Front and Back) **OR** Birth Certificate with updated/correct date of birth.

Date of Birth: -OLD-	Date of Birth: -NEW-
-------------------------	-------------------------

Gender: Must submit official Court documents stating the updated/corrected gender.

Gender: -OLD-	Gender: -NEW-
------------------	------------------

Address Change:

Street Address: _____	Apt. #: _____
City, State, Zip: _____	Phone #: _____

Personal Email Address:

Email Address: _____
