



PASADENA COMMUNITY COLLEGE DISTRICT ADMISSIONS & RECORDS OFFICE

STUDENT INFORMATION CHANGE REQUEST

CHANGE OF INFORMATION

Maintaining your record accurately is an integral role of the Admissions & Records Office. We rely on our students to ensure we have collected their information correctly and to make any updates after the application for admission has been accepted. If your personal information in your LancerPoint portal is not correct and it is not an item you can update through the portal, complete and submit this form along with any supporting documentation required for the update and we will make the changes as appropriate.

To complete the form, select the type of information you are updating in Section 1. State the corrections in Section 2.

*Photo identification and legal documentation must be provided for any changes made to Legal Name, Date of Birth, or Social Security Numbers.

Name as it Currently Appears at PCC: _____

LAST

FIRST

Lancer Point ID Number: _____ Email Address: _____

Section 1: Information to be Updated *Additional documentation must be provided for Legal Name, Date of Birth, or Social Security Number changes

Address Date of Birth* Legal Name* Preferred Name (First Name Only) Social Security Number*

Section 2: Corrected Information – Only complete the areas that need to be updated on your record

New Address: _____

STREET ADDRESS (Number, Street, Apt/Number/Space)

CITY

STATE

ZIP

Date of Birth*: _____ Legal Name*: _____

MM/DD/YYYY

LAST

FIRST

MIDDLE

Preferred Name: _____ Social Security Number*: _____

FIRST NAME ONLY

I declare the information submitted by me on this form is true and complete to the best of my knowledge. I authorize this change for all records (as relevant) pertaining to me held or maintained by the College, including educational, financial, and employment records. I understand the falsification of information or intentional misuse of this form may be grounds for disciplinary action, up to and including dismissal from the College.

Student Signature: _____ Date: _____

Office Use Only: ID Confirmed: _____ Changes Completed: _____ Initial: _____ Date: _____