



# Personal Data Change Request

Inver Hills Community College, Enrollment Center

2500 East 80<sup>th</sup> Street

Inver Grove Heights, MN 55076

Phone: 651-450-8503, FAX: 651-450-3677

Indicate the reason you are submitting this form (check all that apply).

- Legal change of name
- Correction of existing name (data entry error in system)
- Legal change of existing SSN or National ID
- Correction of existing SSN or national ID (data entry error in system)
- Update marital status
- Other: \_\_\_\_\_

Former Last Name (Currently on Record):	Former First Name (Currently on Record):	Former Middle Name (Currently on Record):
New Last Name:	New First Name:	New Middle Name:
Inver Hills Student ID Number:	Former Social Security Number Or National ID (Currently on Record):	New Social Security Number Or National ID (If Applicable):
Current Address:		
Current Phone Number:	E-mail Address:	

**A.**  
Submit **TWO** forms of Identification from this column. At least one must be a photo ID

**--AND--**

**B.**  
Submit **ONE** form of documentation from this column.

- Driver's license or state identification
- Social security card with signature  
(this must accompany a social security number change)
- Valid/unexpired passport  
(required for F-1 and J-1 international student requests)

- Marriage Certificate
- Divorce decree
- Court order

*I authorize Inver Hills Community College to update my personal information per this request, and to correspond with me, if necessary, at the above personal contact information. I verify that all documentation and identification presented is current and accurate.*

Student's Signature	Date
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Please note: your mailing address and email address can be updated in E-Services under *Account Management*.