



PASADENA AREA COMMUNITY COLLEGE DISTRICT  
ADMISSIONS & RECORDS OFFICE

**STUDENT INFORMATION CHANGE  
REQUEST**

**INFORMATION CHANGE**

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. Complete and submit this form, along with any supporting documentation required when the information in your LancerPoint portal needs to be updated.

**To complete the form:** Use Section 1 to select the type of information to be updated. Use Section 2 to state the corrections. Government Issued photo identification and legal documentation must be provided for any changes made to Legal Name, Date of Birth, Permanent Address, 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 required for these items.

Legal Name

Date of Birth

Permanent Address

Social Security Number

**Section 2: Corrections** – Only complete the areas that need to be updated on your current record.

**Legal Name:** \_\_\_\_\_

LAST

FIRST

MIDDLE

**Date of Birth:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

MM/DD/YYYY

**Permanent Address:** \_\_\_\_\_

STREET ADDRESS (Number, Street)

APT/SPACE/UNIT

CITY

STATE

ZIP

**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: \_\_\_\_\_