

Official Data Update Form

Students should update Demographic Data in their Student Service Center

Name, Social Security Number and Date of Birth to be completed on this form.

For Office Use

Entered by: _____

Date: _____

Student ID: _____ Date of Birth: _____

Student Name: _____

Student Signature: _____ Date: _____

Do you qualify as one or more of the following? (Check all that apply.)

- Student Worker (Submit changes to Gateway's Human Resource Dept.)
- Currently Enrolled
- Incoming Applicant (Please include starting semester) _____

Information to Be Changed:

	Changed From:	Change To:
Full Name: *		
Address: (include City, State and Zip)		
Primary Phone #:		
Social Security #: +		
Date of Birth: **		

* Copy of a Marriage Certificate or Court Documentation and a valid Photo ID - Name Changes

** Obtain a copy of (Driver's License or State ID) for Date of Birth verification

+ Please submit copies of a valid Photo ID and official documentation showing your Social Security Number. (Documents such as your Social Security Card, an IRS Tax Transcript, or your tax return are considered official documentation.)

Revised 10/2016

