

Instructions: Changes to address, telephone, and PIN may also be made online through the MySite student web portal. Please complete Section A using the information that is **currently** in our records. In Section B, please complete **only** those items that are to be updated. In order to make changes to your name, Social Security Number, or date of birth, you must present legal documentation, i.e., marriage license, court order, passport, driver's license, or original signed Social Security card.

Section A: Current Information

Please Print Clearly

Current Name In Irvine Valley College Records:		
Last	First	Middle
Date of Birth on IVC Records:	Student ID Number:	Social Security Number on IVC records:
<input type="checkbox"/> I am currently an F1 Visa International Student		

Section B: Complete only the items you wish to update.

New Name:			
Last	First	Middle	
Correct Social Security Number:	Correct Date of Birth:	Telephone Number:	
Legal Address:	City	State	Zip
Mailing Address:	City	State	Zip

College of Record within the South Orange County Community College District	
Your college of record is determined by where you submitted your application for admission. International students (F1 visa) must visit the International Student Office to change their college of record.	
Have you applied for Financial Aid through Saddleback College? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Students receiving financial aid through SC may not change their college of record unless they receive a sign off from IVC FA Officer:	
Signature of IVC Financial Aid Officer _____	_____
Signature	Print Name
Verified by SC Financial Aid Officer _____	_____
Signature	Print Name
Are you currently participating in the EOPS program at Saddleback College? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Students enrolled in EOPS through SC may not change their college of record unless they receive a sign off from IVC EOPS Officer:	
Signature of IVC EOPS Officer _____	_____
Signature	Print Name
Verified by SC Financial Aid Officer _____	_____
Signature	Print Name
I am requesting to change my college of record to Irvine Valley College from Saddleback College. () ← Please initial.	
Brief explanation for changing College of Record: _____	

I certify that the above information is true and correct _____
Student Signature Date

FOR OFFICE USE ONLY:		
Witnessed original (Document):		
Date Rec'd:	Date Completed	Completed by: