



Student Update Form
Enrollment Services Department
Phone: (951) 465-7887
e-Document Submission: <https://msjc.edu/hub/>

This form is to be used for legal changes or corrections. Preferred name and gender can be managed in Self-Service.

1. Complete Student Information and field that needs to be updated.
2. Submit the fully signed and completed form online to the Enrollment Services Student e-Document submission HUB at: <https://msjc.edu/hub/>
3. Enrollment Services will contact student via email to schedule a Zoom meeting for legal document review, if applicable. Please note, photocopies will not be accepted.
4. After review by Enrollment Services, if approved, the student's record will be updated to reflect the changes. If denied, the student will be contacted.



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STUDENT INFORMATION

Name: _____ Student ID #: _____

Email: _____ Phone #: _____

ADD or CORRECT SOCIAL SECURITY NUMBER

*Social Security card is **required** in person or via Zoom

Social Security Number: _____

CHANGE or CORRECT NAME

*Driver's license, marriage certificate, birth certificate, or legal document **required** in person or via Zoom

Current Name: _____
Last First Middle

Former Name: _____
Last First Middle

DATE OF BIRTH CORRECTION

*Driver's license, birth certificate, or legal document **required** in person or via Zoom

Date of Birth: ____/____/____
MM DD YY

CHANGE OR CORRECT GENDER

* Legal document **required** in person or via Zoom

Male Female

PERSONAL EMAIL CHANGE or CORRECTION (for password reset only)

Personal Email Address: _____

Student Signature: _____ Date: _____