



Visalia Campus, (A&R Room 107)
 915 S. Mooney Blvd. Visalia, CA 93277
 PH: (559) 730-3727 FAX: (559) 737-4883

Tulare College Center, (Building A)
 4999 E. Bardsley Ave. Tulare, CA 93274
 PH: (559) 688-3000 FAX: (559) 687-6294

Hanford Educational Center, (The Hub)
 925 13th Ave. Hanford, CA 93230
 PH: (559) 583-2500 FAX: (559) 584-1853

Personal Information Update Form

Submit completed form in-person to Admissions & Records or via email at admissions@cos.edu

Instructions: Clearly print your name, social security, or date of birth, as it CURRENTLY appears on your COS records. All changes require two pieces of verification ONE PHOTO ID & one other item to verify the legal change.

Today's Date: _____

Student Information:

Last Name: _____ First Name: _____ Middle Initial: _____

Banner ID: @ _____ Birthdate: _____ Phone: _____

CHECK THE APPROPRIATE BOX AND COMPLETE THE INFORMATION TO BE CHANGED:

- Legal Name Change *from:* _____ *to:* _____
- Birthdate *from:* _____ *to:* _____
- SSN *from:* _____ *to:* _____
- Gender *from:* _____ *to:* _____
- Preferred Name _____

PLEASE NOTE:

- **Gender Change** requires Photo ID & legal documentation of change. Options of Gender are Male, Female, Non-Binary & Decline to State.
- **Preferred Name** does not require legal documentation. The preferred name will only show up on CANVAS, Rosters & Graduation Programs.

Student Signature: _____ Date: _____

OFFICE USE

Identification Presented: Driver License Passport Birth Certificate SS Card Student ID
 Other _____

Staff Initials: _____ Date: _____ Application Error

Comments: _____