

OFFICE OF ACADEMIC RECORDS AND REGISTRAR REQUEST FOR CHANGE/CORRECTION OF NAME AND/OR REQUEST FOR CHANGE/CORRECTION OF SSN

STUDENT INFORMATION

Student's USC ID Number:

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Last Name

First Name

Middle Name

Date of Birth:

MM		DD		YY	

Other names used while attending USC

Student Signature

Date

Email Address (Required)

CHANGE/CORRECTION OF STUDENT NAME (if applicable)

You must present a court order, valid driver's license, certificate of naturalization, certificate of marriage, or some other form of positive identification before a change/correction of name can be processed. A photo I.D. must also be presented.

Note: A change/correction of name will be processed only for students who have an active academic record and are currently pursuing an academic program. At the time of graduation or program abandonment, academic records are closed and no further changes in the record may occur. The name on the record at that time becomes the permanent name of record. **Names on closed records may not be changed for any reason, including divorce, marriage, court ordered name changes, etc.**

Previous Name:

Last Name

First Name

Middle Name

Changed/Corrected Name:

Last Name

First Name

Middle Name

ADDITION/CORRECTION OF SOCIAL SECURITY NUMBER TO STUDENT RECORD (if applicable)

You must present a photo I.D. showing the changed or corrected Student Number. Please include a photocopy of your current Social Security card.

Note: The university maintains student records using the 10-digit USC ID. Social Security numbers are not university IDs and are maintained only for students applying for financial aid or for applicable tax reporting requirements.

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Previous Student Number (9-Digit or SSN)

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SSN to Correct or Add to Record

RETURN THIS FORM AND ALL REQUIRED DOCUMENTS TO JHH OR BY MAIL TO:

University of Southern California
Office of Academic Records and Registrar
700 Childs Way, John Hubbard Hall Lobby (JHH)
Los Angeles, CA 90089-0912