

Correction of Demographic Information on Student Record

Submit this completed form and the required legal documentation through the Demographic Corrections service icon in your myCI portal.

Current and former CSUCI employees, including student employees, must correct their demographic information through Human Resources in Lindero Hall 1804.

Faxed or emailed submissions will not be processed. You will be contacted if documentation is not legible.

DOCUMENTATION REQUIREMENTS

Required for SSN/ITIN and date of birth corrections:

Social Security card, court document, driver's license, birth certificate, passport, or state ID card. Documentation is not required for a gender correction.

Financial Aid recipients: Your Social Security number on your CSUCI record should match your FAFSA application.

STUDENT INFORMATION

Name	Student ID	Date
Dolphin Email	Phone Number	

REQUESTED CORRECTION

☐ Social Security Number / ITIN Correction

Corrected SSN / ITIN

☐ Date of Birth Correction

Corrected Date of Birth

MM/DD/YYYY

☐ Gender Correction – no documentation required

Gender

I understand University records will reflect the information above. I declare the information provided is true and correct. This change of demographic information will not be used for fraudulent purposes and represents a bona fide change in the sense that it is to be or has been used consistently.

Student's Signature	Date

REGISTRAR'S OFFICE USE

Revised 9/8/2026

Processed by		PS Update		Electronic File		Notified	
--------------	----------------------	-----------	----------------------	-----------------	----------------------	----------	----------------------