

**FSCJ STUDENT ID #** \_\_\_\_\_ **NAME** \_\_\_\_\_

**ARE YOU AN FSCJ EMPLOYEE**  YES  NO

Students can update their address, telephone number and personal email address via their student portal. To update these items, please log in to myFSCJ, click the "Profile" tile and select the item that you would like to update.

- LEGAL NAME CHANGE:** A student's driver's license OR passport can be submitted as acceptable documentation for a legal name change. Along with Photo ID, the following are other forms of acceptable documentation: Divorce papers showing legal name OR court order OR Social Security card.

**NEW LEGAL NAME** \_\_\_\_\_  
LAST FIRST MIDDLE

- PREFERRED FIRST NAME CHANGE:** No documentation is required.

**PREFERRED FIRST NAME** \_\_\_\_\_

- SOCIAL SECURITY NUMBER CORRECTION:** Photo ID and a valid Social Security card with your new number must be provided.

**OLD SOCIAL SECURITY NUMBER** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**NEW SOCIAL SECURITY NUMBER** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

- DATE OF BIRTH CORRECTION:** Documentation and photo ID **must** be provided. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

- GENDER CORRECTION/UPDATE:** Photo ID and documentation must be provided (e.g. driver's license, state ID, court order, etc.)

FEMALE  MALE  UNDISCLOSED

- ACCOUNT OVERWRITE:** Photo ID AND a copy of the signed Social Security card must be submitted.

**NAME CURRENTLY APPEARING ON THE ACCOUNT:** \_\_\_\_\_

**NAME THAT SHOULD BE SHOWING ON THE ACCOUNT:** \_\_\_\_\_

- MERGE MULTIPLE STUDENT ID NUMBERS:** Photo ID AND a copy of the signed Social Security card must be submitted.

**KNOWN STUDENT ID NUMBER(s):** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**STUDENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

In compliance with Florida State Statute 119.071(5), students should be aware that Florida State College at Jacksonville collects and uses SSNs if specifically required by law to do so or if necessary for the performance of the College's duties and responsibilities. The College takes appropriate measures to secure SSNs from unauthorized access and does not release SSNs to other parties except as required to fulfill the College's duties and responsibilities.