

DE ANZA COLLEGE  
ADMISSIONS AND RECORDS OFFICE

SUBJECT: Request to Change Official Records

TO: Director, Admissions and Records

FROM: \_\_\_\_\_  
 Printed Name  
 \_\_\_\_\_  
 Social Security Number  
 \_\_\_\_\_  
 Telephone Number  
 \_\_\_\_\_  
 Number Street  
 \_\_\_\_\_  
 City State Zip

In the space below, describe which records need to be changed and why they are incorrect. In the event the error is because of information you provided on your admissions application, explain why you provided such information. Note: If you are requesting a change in degree status, you must provide an official letter from each college or university attended that you have not received a baccalaureate or higher degree.

College Information	High School Information
Check One: <input type="checkbox"/> Have Attended <input type="checkbox"/> Have Not Attended	Check One: <input type="checkbox"/> Have Attended <input type="checkbox"/> Have Not Attended
Name of College:	Name of High School:
City/State:	City/State:
Country & Province:	Country & Province:
Date of Entry:	Date of Entry:
Graduation Date:	Graduation Date:

**USE REVERSE IF NEEDED**

CERTIFICATION: READ THIS STATEMENT AND SIGN BELOW:

I hereby swear or affirm under penalty of perjury, that all information provided above is true and complete to the best of my knowledge. I understand that any false statements may result in my dismissal from the college.

\_\_\_\_\_  
 Signature Date