



21250 Stevens Creek Blvd.  
Cupertino, CA 95014  
FAX 408.864.8329

**ADMISSIONS and RECORDS**

**RECORDS CHANGE FORM**

(X) Check all that apply

Name Change  
Social Security Number Change

**Required Information: Provide as it currently appears on your De Anza record**

CWID/SID: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI

**Change Request: Provide ONLY the information that you want changed**

CWID/SID: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI

**Follow ONE of these steps to submit your change request for processing:**

- 1. Bring this form along with your Social Security Card and current photo Identification to the Admissions and Records Office for verification OR
- 2. Scan and e-mail all documents to [thaibinh@fhda.edu](mailto:thaibinh@fhda.edu) OR
- 3. FAX all documents to 408.864.8329

**Contact Information: Please provide your current contact information and signature**

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

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

***If you want to change your address, phone number or e-mail, please log in to MyPortal at <https://myportal.fhda.edu/cp/home/displaylogin> to update your personal information.***