



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 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.