



# College Of Extended Learning

Enrollment Services

Tel: 415/405-7700  
Fax: 415/817-4299

## STUDENT ID NUMBER CHANGE REQUEST

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

MIDDLE: \_\_\_\_\_

INCORRECT NUMBER: \_\_\_\_\_

CORRECT NUMBER: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **Below are three ways in which you can have your ID changed.**

**IN PERSON** - To Change ID Number, please come in person to our Campus or Downtown Center locations (see addresses below) and bring the following with you: A valid Driver's License/California ID Card/Passport and your SSN Card.

**VIA FAX** - To Change ID Number, you can fax the following documents to the Attn of 'Student Services' at 415-817-4299:: A valid Driver's License/California ID Card/Passport, a copy of your Social Security Card; and this form filled out and SIGNED by student.

**VIA MAIL** - To Change ID Number, you can mail the following documents to the Attn of 'Student Services' at 415-817-4299:: A valid Driver's License/California ID Card/Passport, a copy of your Social Security Card; and this form filled out and SIGNED by student.

Campus Address: 1600 Holloway Avenue, San Francisco, CA 94132-4160

Downtown Address: 835 Market St., 6<sup>th</sup> Floor, San Francisco, CA 94103.

Notes: This form will be processed within 7-10 business working days.