LINCOLN LAND COMMUNITY COLLEGE - ADMISSIONS & RECORDS 786-2298

Student Information Update / Correction Worksheet

Complete only those sections as needed. Sign and return to any LLCC location or fax to 217-786-2492.

LLCC ID# or SSN: _____
As currently listed on LLCC records

Printed Name: _____
As it currently appears on LLCC records

Signed: _____ Date:_____
By my signature I request the changes as indicated be made to my LLCC records.

___ CHANGE OF MAJOR

From an Application for Admissions identify your new / corrected major and write here: _____

Example: Elementary Education – A.A.ELED

___ NAME CHANGE

Change name to / print: _____

Please provide name change documentation such as driver's license, photo I.D. etc.

NOTE: Inform your instructors of this change. Your LLCC email address will also be changed.

___ ADDRESS CHANGE

Are you currently a student worker or in some other way employed by LLCC? __No __Yes

Change address to: _____

City: _____ State:_____ Zip: _____

Home Phone: _____ Work: _____ Cell: _____

___ SOCIAL SECURITY NUMBER CORRECTION

To protect you from identity theft your Social Security card or FAFSA documentation will be required to verify and update your SSN in the Lincoln Land Community College data base.

Wrong SSN currently listed Remove: _____-_____-_____

Correct SSN to now use Add: _____-_____-_____

Financial Aid recipient: __Yes __No

Are you currently a student worker or in some other way employed by LLCC? __No __Yes

---------- ***LLCC use only below*** ---------- **10/11**

Documentation verified by:_____ Records corrected by:_____

SSN changes to: Admissions_____ Registration_____ Financial Aid_____ HR_____

Name changes: Copy to ITS to update Student / LLCC Email address : _____