

Student Identity Verification Form

This form should be used to verify the following student information in your OASIS record at Columbia College Chicago:

- Legal Name
- Social Security Number (SSN) and/or Individual Taxpayer Identification Number (ITIN)
- Date of Birth

STUDENT INFORMATION (please print clearly)

Name as it appears in OASIS: _____
First Middle Last

OASIS ID: _____

REQUEST INFORMATION

1. I am requesting an update/change to my legal name in OASIS to (please print clearly):

First Middle Last

You must submit one of the following:

- A signed, legible copy of your social security card; or
- Official court documentation showing legal name change (such as a court order, marriage license or divorce decree); or
- A legible copy of your birth certificate

2. I am requesting an update/change to my Social Security Number in OASIS to (please print clearly):

___ - ___ - ____ - ____ - ____ - ____

You must submit:

- A signed, legible copy of your social security card

3. I am providing my requested Individual Taxpayer Identification Number to Columbia College Chicago:

Legal Name _____
First Middle Last

SSN or ITIN: ___ - ___ - ____ - ____ - ____ - ____

You must submit:

- A signed, legible copy of your social security card; or
- A signed, legible copy of your IRS Individual Taxpayer Identification Number Card or ITIN authorization letter

4. I am requesting an update/change to my date of birth in OASIS to (please print clearly):

___ / ___ / ____
Month Day Year

You must submit one of the following:

- A legible copy of your driver's license or State ID; or
- A legible copy of your birth certificate

I certify that all information on this form and supporting documentation is accurate and correct.

Signature

Date

Return this form and all supporting documentation to the Records Office, 600 S. Michigan Ave Suite 611, Chicago IL 60605.
Fax 312-369-8073. Email records@colum.edu. Telephone 312-369-7769 or 312-369-7224.

Please allow 5-7 business days for processing.