

**PERSONAL DATA SHEET****A. Identification Information**

Legal Name: \_\_\_\_\_

First Name

Middle Name

Last Name

**(IMPORTANT - Print your name as is appears on your social security card or passport)**

Name: \_\_\_\_\_

First Name

Middle Name

Last Name

**(This is your preferred name, nickname, or professional name. It may or may not differ from your legal name.)**

SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**B. Address Information**

Mailing Address

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Foreign Address

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Province: \_\_\_\_\_

Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

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

**C. Student Status**

- ☐ 1 - Not Registered  
☐ 2 - Not Registered Degree Candidate  
☐ 3 - Undergraduate  
☐ 4 - Graduate  
☐ 5 - Not Registered Degree Candidate (Other Campus)  
☐ 6 - Undergraduate (Other Campus)  
☐ 7 - Graduate (Other Campus)

**D. Citizenship Status: US Citizen?**

Yes



No, Complete below

Country of Residence: \_\_\_\_\_

US Date of Entry: \_\_\_\_\_

Visa Type: \_\_\_\_\_

Number of Units this term: \_\_\_\_\_

Visa/Work Permit End Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_

**E. Education Level**

Indicate the highest degree completed.

- N - No Academic Certification  
H - High School or Equivalent  
T - Trade Certificate  
A - Associate  
B - Bachelor  
M - Master  
P - Professional  
D - Doctorate

Year Awarded: \_\_\_\_\_

**F. Prior Service**

Indicate prior employment with The University of California.

Campus: \_\_\_\_\_

Department: \_\_\_\_\_

Date From: \_\_\_\_\_ To: \_\_\_\_\_

Indicate prior employment with the State of California.

Employer: \_\_\_\_\_

Date From: \_\_\_\_\_ To: \_\_\_\_\_

(Use back of this form to list additional employment if needed)



## G. Disclosure of Information

### Employee Organizations

Do you want your home address released to employee organizations?

☐ Yes ☐ No

Do you want your home phone released to employee organizations?

☐ Yes ☐ No

Mark Yes or No to indicate whether your permanent address, home phone number, or spouse's name may be released for official campus use

Permanent Address ☐ Yes ☐ No

Home Phone ☐ Yes ☐ No

Spouse's Name ☐ Yes ☐ No

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Typing Your Name in the Box Constitutes Your Signature

### PRIVACY NOTIFICATION

#### STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information. The principal purpose for requesting the information on this form is for payment of earnings, and for miscellaneous payroll and personnel matters, such as, but not limited to withholding of taxes, benefits, administration, and changes in title and pay status. University policy and State and Federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory--failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration, and will be transmitted to the Federal and State governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices. The officials responsible for maintaining the information contained on this form are: Office of the President and Campus Academic and Staff Personnel Offices.

### DISCLOSURE OF INFORMATION

If you **DO NOT** want your permanent address and/or phone number released to employee organizations (unions), MARK "X" in the "NO" boxes. **Failure to complete this area on the form will mean that your permanent address and/or phone number may be released to employee organizations upon request from unions.**

Mark "X" in the YES or NO box to indicate whether your permanent address, telephone number, or spouse's name may be released for official campus use.