



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Student Reporting Identity Theft Process

The following outlines the process students, or community members, should take if they suspect that their identity has been used for the purposes of fraud while enrolling in classes at the San Diego Community College District.

1. Students must report identity theft to one or more of the following agencies:
 - a. Local Police Agency
 - i. Must be used when financial aid or banking information is involved.
 - b. Federal Trade Commission - [IdentityTheft.gov](https://www.ftc.gov) - [Assistant](#)
 - c. Social Security Administration - [Identity Theft and Your Social Security Number](#)
 - d. Credit Reporting Bureaus ([Equifax](#), [Experian](#), [TransUnion](#))
2. Student submits ***Affidavit of Student Identity Theft*** to the Vice President Student Services office with documentation.
 - a. Documentation required
 - i. Proof of Identity
 1. Government Issued Photo ID
 2. SSN Card
 3. Identity Document (e.g. Utility bill, voter registration, etc.)
 - ii. Identity Theft Report Submission with FTC, Police or Credit Bureaus
3. If there is sufficient evidence that identity theft has occurred, affidavit and documents are sent to District Educational Services for final review.
4. If approved, notification will be sent to appropriate offices depending on the extent of identity theft. S40 hold will be placed on the students record.
 - a. Student Records – Student Academic History, faculty will be notified grade was removed due to fraud.
 - b. Financial Aid – Financial Aid disbursements and reporting to OIG
 - c. Student accounting – Any refunds or payments processed.
5. If appropriate, letter will be sent at the request of the student to any college the student is currently, or will be, attending.