

Personal Information Change Form

Please read all instructions carefully and complete the top section of this form. Your request will be processed with the completion of this form and copies of documentation (see reverse).

If you work or have worked on campus, please see Payroll Services to complete personal information changes.

Student Information

Last Name _____ First Name _____ Middle Name _____
Student EMPL ID (9 digits) _____ Phone _____
Date of Birth _____ Major _____

Request

Changed information must match exactly with the documentation provided.

Name Change from:

Last Name _____ First Name _____ Middle Name _____

Name Change to:

Last Name _____ First Name _____ Middle Name _____

Other Type of Change **DATE OF BIRTH** **GENDER** **SSN** **OTHER**

Change from _____ to _____

Student Signature _____ Date _____

For Office Use Only

Staff Review and Verification

1. Does applicant have a Job Code? No Yes
2. Does applicant currently receive Veteran Benefits? No Yes
3. Is the applicant a current Student Athlete? No Yes

Copy and verify required documentation (use list on reverse side of form)

List A _____ List B _____

Doc Title _____ Doc Title _____

Issuing Auth _____ Issuing Auth _____

Preparer initials _____ Date _____

Acceptable documentation for verification

List A: One item from List A is required for corrections to existing information.

List A

Current Driver's License (interim license not accepted)

Passport

Current Residence Card

Local, State, or Federal ID Card

Military ID Card

Current Permanent Residence Card

List B: One item from List A and one item from List B is required for identity changes.

List B

Official Social Security Card (copy not accepted)

Copy of Birth Certificate

Copy of Marriage Licence or Certificate

Legal Name Change

Legal Adoption

Legal Gender Re-Assignment