

## Biographical Information Update Request Form

(Return to One Stop Student Services or the Registrar's Office at your regional campus)

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

Student ID (if known):        and/or NetID (if known):

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing/billing addresses, phone numbers, personal email information, and emergency contact information should be updated by logging in to your Student Administration account. This form is used to update your biographical information in the Student Administration System that you do not have access to change on your own. If you are also an employee, you should work with Payroll to update their systems as well.

Please check off the boxes and supply the pertinent information to be updated.

### ☐ Name Change

You must submit a copy of a legal form of identification that displays your new name. Appropriate forms of documentation include: a court order, driver's license, valid passport, or Social Security card\*.

Previous Name \_\_\_\_\_  
*Last First Middle*

New Name \_\_\_\_\_  
*Last First Middle*

### ☐ Social Security Number Change\*

You must submit a copy of your Social Security card with this form.

New Social Security Number: \_\_\_\_\_

### ☐ Update Gender Identifier

At this time, the university is only allowed to use the gender binary due to federal reporting requirements.

☐ Male

☐ Female

### Signature

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Please note: Email is not a secure method for transmitting a Social Security number.