

Biographical Information Update Request Form

(Return to the Office of the Registrar at your current 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.