

## Change of Information

<b>Name:</b> _____	
<b>Date of Birth:</b> _____	<b>Student ID#:</b> _____
<b>E-mail:</b> _____	<b>Phone Number:</b> _____
I affirm that I have read, understood, and agreed to this form in its entirety and that the information supplied is true and complete.	
<b>Signature:</b> _____	<b>Date:</b> _____

**\*\*\*ONLY COMPLETE THE INFORMATION YOU NEED TO UPDATE\*\*\***

Example: If you are updating your legal name, **ONLY** complete the name section.

**Documentation is required** when making changes to the information listed below, if the change has not been made on your Driver License or Passport.

Documentation includes one of the following:

- Legal name change/gender change document
- Marriage certificate
- Divorce decree, etc.
- Court Documents

Changes to your social security number (SSN) require a copy of your driver's license as well as your social security card. We **do not accept** unsigned social security cards.

**INFORMATION TO UPDATE:**

Name: \_\_\_\_\_  
                     First  Middle  Last

Preferred First Name: \_\_\_\_\_

Would you like your email display name updated?  Yes  No

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

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

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

Citizenship: \_\_\_\_\_

Legal Sex:  Female  Male

<b>Office Use Only</b>	
Identity confirmed by: _____	Date: _____
Processor/Approver: _____	Date: _____