

## Change of Bio-Demographic Information Form

Legal Name on Official Record (First, Middle, Last):		Student ID:	
Current Program & Specialization (if applicable):	Current Address:	Phone:	University email:

*Please complete the relevant section(s) below and return the form and supporting documentation to the Office of the Registrar.*

- CHANGE OF LEGAL NAME:** Acceptable legal documentation includes: government issued form of identification including a civil-issued birth certificate, marriage license, divorce decree, social security card, passport, alien registration card, naturalization or citizenship certificate, state issued license or identification, or court order. Documents must be original or notarized copies of the original.

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

- EMAIL ADDRESS:** All students have a university email account given to them upon enrollment. If a student legally changes their name and it has been fully processed and updated in the student information system by the Office of the Registrar, then they can request for their email address to be updated/changed to reflect their new legal name.

Please indicate your legal name to be used in your university email address:

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

- BIO-DEMOGRAPHIC CORRECTION OR CHANGES:** Much of the students' information is either self-reported in the admissions process, and/or verified using official, legal documentation. Occasional errors occur, and corrections are required.

- DATE OF BIRTH CORRECTION:** Please indicate your accurate date of birth below. An original or notarized copies of the student's birth certificate or other civil issued documentation of the date of birth.

Correct date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

- SOCIAL SECURITY NUMBER CORRECTION:** Acceptable documentation includes a new social security card and other civil issued documentation including the social security number. Documents must be original or notarized copies of the original.

- CITIZENSHIP/RESIDENCY STATUS UPDATES OR CORRECTIONS:** Acceptable documentation includes a residency card, passport and/or naturalization papers and a valid driver's license or other government-issued photo identification. Documents must be original or notarized copies of the original.

Citizen       Eligible non-citizen       Non-citizen

- ETHNICITY CORRECTION:** Ethnicity is self-reported. No documentation is necessary.

Check one:

- Non-resident alien  
 American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Hispanic or Latino  
 Native Hawaiian or Pacific Islander  
 White/Non-Hispanic  
 Two or more races

Race and ethnicity unknown

By signing below, I certify that all information presented on this form is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For office use only:

Registrar's Office:

Processed  Date:

Student Notified  Date: