

Update of Personal Data Form



To update or change your primary name on your student record, please complete the information below and provide the *original* legal documentation such as a passport, birth certificate, naturalization papers, or court-issued document (marriage or divorce certificate) to the Records Office. If you are a current university employee and want your name changed, you must present your updated Social Security card with your new name to Human Resources.

Return this form and the appropriate documentation to Records office in the Floyd Payne Campus Center, Suite 305.



Current Information:

TNumber: |

Date: |

Name: |

First

Middle

Last

Change Mailing Address:

New Address: |

REPLACE or ADD Address:

- This *New Address* **REPLACES** the myTSU address on file. Please **INACTIVATE** what is on file.
- This *New Address* in addition to existing addresses.

Signature

Date

Office of Records 3500 John A. Merritt Blvd., Nashville, Tennessee 37209-1561 • (615)963-5300 (phone) • (615)963-5108 (fax)

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