

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, a Real ID, 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

Address _____
Street City State Zip

New/Corrected name:

_____ *First Middle Last*

Change Mailing Address:

New Address: _____

Incorrect information:

- Birthday Correct Date _____
- Spelling of Name Correct Spelling _____ (print)
- Social Security Number Correct Number _____
- Gender Updated Gender _____

Signature: _____ **Date:** _____