



Personal Update Form:

For Changes/Corrections Only

Important: A picture ID is required for all transactions.
Only complete the area(s) applicable to your update(s).

Completed forms are submitted to the Office of the Registrar for processing.

Student Information

Student Emplid:	Last Name:	First Name:
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Address / Telephone Changes

House Number:	Street:	Apartment:
City:	State:	Zip Code:
Home Phone:	Work Phone:	Cell Phone:

Date of Birth: Driver's License or Birth Certificate is required

Date of birth as it currently appears on records:	Correct date of birth:
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Social Security Number: Original social security card or other legal document(s) is required

Current Social Security Number:	New Social Security Number:
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Name: One of the following is required:

1. Naturalization papers (Certificate and Court Order)
2. A certified copy of a court order authorizing the change of name
3. Original marriage certificate or divorce certificate with official court stamps/seals
4. Original birth certificate

Print your name as it currently appears on your records:

Print your correct name as indicated on the document submitted:

Signature:	Date:
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For official use Only

Registrar Official's Initials:	Date of Processing:
SUS/TCU comment for names & ss # changes only:	