



# 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:	