

Date: _____

Empl ID#: _____


1. Name Change

From: _____

Last
First
Middle

To: _____

Last
First
Middle

2. Social Security Number Change

From:

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To:

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3. Date of Birth Change (MM/DD/YY)

From :	To :
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4. Gender Change

From :	To :
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5. Immigration Status Change

From:	To:
☐ US Citizens	☐ US Citizens
☐ Permanent/Temporary Resident	☐ Permanent/Temporary Residents
☐ Parolee/Refugee/Asylee	☐ Parolee/Refugee/Asylee
☐ VISA _____	☐ VISA _____
☐ Other _____	☐ Other _____

I authorize the above changes: _____ Date: _____

Student Signature

FOR OFFICE USE ONLY

Received by:	Date:
Processed by:	Date:



REQUIRED DOCUMENTATION

No single document shall be conclusive and all documentation is subject to verification.

1. Name Change

Gov/state picture ID (name on the picture ID must match all other documents) and one of the following documents.

- a. Marriage License
- b. Divorce Final Judgment
- c. Naturalization
- d. Court Order
- e. Birth Certificate
- f. U.S. Passport

2. Social Security Number Change

Government/state picture ID (name on the picture ID must match all other documents) and original Social Security Card signed by the holder (if 18 years and older).

3. Date of Birth

Government/state picture ID (name on the picture ID must match all other documents) and one of the following documents.

- a. Birth Certificate
- b. Naturalization Certificate or valid US passport.

4. Gender Change

- a. Government/state picture ID (name on the picture ID must match all other documents) and court order.

5. Immigration Status Change

- a. Gov/state picture ID (name on the picture ID must match all other documents) and immigration documentation.