

PERSONAL DATA CHANGE FORM

THE REGISTRAR'S OFFICE

FOR OFFICE USE ONLY	

PLACE DATE STAMP HERE

STUDENT ID:		TOROMAIL:	
LAST NAME:		FIRST NAME:	
PHONE NUMBER:			
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PLEASE INDICATE THE ITEM YOU ARE REQUESTING TO UPDATE

□ Update Name

To update the Name on file, please provide a copy of your government issued photo ID (such as a valid passport or driver's license) and legal documentation supporting change of name request. For example, a birth certificate, marriage certificate, or approved court ordered change of name. Please note, for financial aid purposes, the name in the system must match what appears on your Social Security Number card and/or what was submitted on your financial aid application. *If you are updating due to a typo on your student file, a government issued ID and Social Security card will suffice.

CURRENT NA	AME ON FILE:			
		Last	First	Middle
UPDATE:				
	Last	First	Middle	

□ Update Date of Birth

A copy of your government issued photo ID (such as a valid passport or driver's license) is required. If additional documents are needed (i.e. birth certificate), you will be contacted to provide that information.

□ Update Social Security Number (SSN) / Individual Tax Identification Number (ITIN)

A copy of your government issued photo ID is required and signed SSN Card or ITIN related document must be attached.

STUDENT SIGNATURE

I certify that I am the individual requesting a change in my information on record and have provided the appropriate documentation. I acknowledge that additional information may be requested to assist in processing my request.

Student Signature:	Date:

Please use the following link to submit this form and copies of supporting documentation to the appropriate **Dropbox**.

FOR OFFICE USE ONLY	
Posted By	Date Posted