

Change of Personal Information Request

INSTRUCTIONS

1. All requests require the student's signature and photo identification. Some requests require additional documentation (See Required Documentation.)
2. Complete this form and submit it with the required documentation
3. Upload the file to the mySUU Secure File Sharing site at <https://my.suu.edu/secure/upload/group/registrar>.
4. Please note: Individuals who are currently or previously employed by the University must request these changes through Human Resources.
5. SUU Employees MUST contact HR for all changes of personal information.
6. Required Documentation:
 - a. Name – Requires presentation of an original court document, or a notarized copy, recording the marriage or name change, or a government document (from the INS, State Department, etc.) showing the name you wish to use.
 - b. Date of Birth – Government photo identification **OR** Birth Certificate
 - c. Gender Marker – Government Photo Identification **OR** court documents.

Office Stamp

STUDENT INFORMATION:

Name: _____ T-Number: _____
Last First MI

Student Signature: _____ Date: _____

REQUESTED RECORD CHANGES – Please check all that apply

<input type="checkbox"/> Name	<small>Last Name</small>	<small>First Name</small>	<small>Middle Name (or Initial)</small>
<input type="checkbox"/> Address	<small>Street</small>		
<input type="checkbox"/> Mailing			
<input type="checkbox"/> Permanent	<small>City</small>	<small>State</small>	<small>Zip</small>
<input type="checkbox"/> Billing			
	<u>CURRENT</u>	<u>REQUESTED</u>	
<input type="checkbox"/> Date of Birth			
<input type="checkbox"/> Email			
<input type="checkbox"/> Phone			
<input type="checkbox"/> Social Security Number		<small>Social Security Number</small>	
<input type="checkbox"/> Citizenship Status	<input type="checkbox"/> International Student	<input type="checkbox"/> Permanent Resident	<small>USCIS#</small>
<input type="checkbox"/> Gender Marker	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	