SUU SOUTHERN UTAH UNIVERSITY

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. Required Documentation:
   - *a.* Name – Government photo identification **OR** Social Security Card *(SUU employees will need **BOTH** Government photo ID and Social Security Card)*
   - b. Date of Birth – Government photo identification **OR** Birth Certificate *(SUU employees will need **BOTH** Government photo ID and Birth Certificate)*
   - c. Social Security Number – Social Security Card
   - d. Gender Marker – Government Photo Identification **OR** court documents.

Office Stamp

STUDENT INFORMATION:

Name: _____ T-Number: _____
Last *First* *MI* *(or SSN if you do not know your Student ID#)*

Student Signature: _____ Date: _____

REQUESTED RECORD CHANGES – Please check all that apply

❑ **Name**
Last Name *First Name* ***Middle Name (or Initial)***

❑ **Address**
❑ Mailing
❑ Permanent
❑ Billing
Street
City *State* ***Zip***

	CURRENT	**REQUESTED**
❑ **Date of Birth**		
❑ **Email**		
❑ **Phone**		
❑ **Social Security Number**		Social Security Number
❑ **Citizenship Status**	❑ International Student	❑ Permanent Resident — USCIS#
❑ **Gender Marker**	❑ Male ❑ Female	❑ Male ❑ Female