

## CHANGE OF BIOGRAPHIC-DEMOGRAPHIC INFORMATION (Official Record and / or Diploma)

### CURRENT NAME ON OFFICIAL RECORD

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

UM C# \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_/

Are you an International Student? \_\_\_\_ NO \_\_\_\_ YES. (If yes, you MUST obtain a signature as requested below.)

**NAME CHANGE:** Acceptable documents include marriage license if it indicates married name, divorce document if it indicates change of name, naturalization papers, passport, or court order. (Documents verifying a name change must be original, legal documents or certified copies. To change a married name back to a maiden name, legal documentation other than a birth certificate must be provided.)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

**On my** (Check one as Official Record will automatically change the Diploma Name):

**OFFICIAL RECORD** – This will also change my name on my Diploma.

**DIPLOMA ONLY** – Accepted changes for diploma only are adding diacritical marks, removing your middle name, or changing your middle name to an initial. These diploma name modifications will NOT change your name on your official record. Your official name on record will appear on all your academic documents including your transcripts. The name on your transcript MUST be the official name on your record. Thus, if you modify your diploma name, the name on your transcripts will not match the name on your diploma.

**SOCIAL SECURITY CHANGE:** Acceptable documents include new social security card and a valid driver's license. (Documents verifying a social security number must be original, legal documents or certified copies. The name of the University's record must match that on the social security card. A photo ID (Passport or birth certificate with Driver's License) must accompany the SIGNED social security card, the name on the social security card must match the name on the passport or birth certificate)

**GENDER CHANGE:** Acceptable documents include driver's license and original or certified copy of court order accompanied by photo I.D. (The Office of the Registrar follows the individual state policies listed on the [National Center for Transgender Equality Website](http://www.nationalcenterfortransgenderequality.org). If the state issuing the presented driver's license is not listed on this site, we may consult the University's General Counsel before making any change to the record.)

**CITIZENSHIP STATUS and/or VISA CHANGE:** Acceptable documents include resident card, passport and or naturalization papers, accompanied by a photo ID. (Please note changes in citizenship other than US, may require an additional process through the International Student Scholar Services (ISSS) office.)

**MARITAL STATUS CHANGE:** Acceptable documents include marriage certificate, divorce decree (please note that change in Marital

**INTERNATIONAL STUDENTS:** Students who are **changing the name on the official record, changing gender, or changing citizenship and/or visa status**, in addition to providing legal documentation, MUST obtain a signature from an International Student and Scholar Services (ISSS) Advisor. ISSS is located in the Whitten University Center, Suite 2275.

Signature of ISSS Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

### DOCUMENTATION ATTACHED: Documentation must be original or certified copy.

Please mail documentation to the address noted below or bring to our main office. Faxed or Scanned copies are **NOT** accepted. Please check type of document you are providing.

- Marriage License
- Divorce Documents
- Naturalization Papers
- Driver's License
- Passport
- Court Order
- Birth Certificate\*

*\*Birth certificates are used to correct spelling and cannot be used to change your current name back to your birth name.*

### FOR OFFICE USE ONLY:

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Documentation Provided: \_\_\_\_\_

I understand that it is my responsibility to also notify my school/college of my change of name.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_