



Change of Personal Information – Registrar’s Office

Instructions: **All requests require the student’s signature and photo identification.** Some requests require additional items (see Required Documentation). Submit this form with all required documentation to the Registrar’s Office. You may appear in person, send via US mail, or fax this form to 435-797-1110. If this form is being mailed, a photo copy of your picture identification as well as copies of all needed documentation must be included.

Current Student Information (before any requested changes):

Last Name:	First Name:	Middle Name:
Student ID:	Date of Birth: <small>Month / Day / Year</small>	<input type="checkbox"/> Student <input type="checkbox"/> Employee

Please check the box(es) for the information you are requesting to change

NAME CHANGE (Requires Social Security Card for US Residents; passport for non-us residents. NO marriage cert./divorce decrees accepted)

Please change my name to:

Last Name:	First Name:	Middle Name:
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Reason for change: Married Divorced Current spelling incorrect Other, please specify: _____

Documentation Provided: Social Security Card (US Resident) Passport (international/non USA resident)

SOCIAL SECURITY NUMBER CHANGE (Social Security Card ALWAYS required)

Please change my Social Security Number to: _____ - _____ - _____

Reason for change: Current SSN on USU records incorrect No SSN previously on record New USA Citizen

DATE OF BIRTH CHANGE (Requires Driver’s License, Birth Certificate, or Passport)

Please change my date of birth to:

Month:	Day:	Year:
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Reason for change: Current date incorrect Other, please specify: _____

Documentation Provided: Birth Certificate Driver’s License Passport

Student Signature (Required): _____ **Date:** _____

For Office Use Only:

Copy ID and Social Security card here

Information changed: Name SSN DOB

Changed By: _____ Date: _____

This form may be mailed to:

Utah State University • Office of the Registrar • 1600 Old Main Hill • Logan, UT 84322-1600