STUDENT PERSONAL INFORMATION CHANGE FORM

This form is to be used to correct or change your personal information on your Radford University records. Carefully read the instructions and information regarding documentary evidence below.

INSTRUCTIONS:

- All students are required to complete Sections 1 and 2.
- For a correction or change of name complete Section 3.
- For a correction of date of birth details complete Section 4.
- For a correction or change of gender complete Section 5.
- For a correction or change of Social Security Number Section 6.
- Sign and return to the Registrar’s Office with documentary evidence as described below.

DOCUMENTARY EVIDENCE

You MUST attach documentary evidence supporting your request.

If you are applying for a full name change after legally changing your name OR after marriage or divorce, evidence must be:
- Government Issued Photo ID along with:
  - Marriage License, or
  - Divorce Decree, or
  - Court Order, or
  - Second Government Issued Photo ID

If you are applying for a correction to date of birth, minor name change, addition of middle name, or a spelling correction, evidence must be:
- Government Issued Photo ID, or
- Passport

If you are applying for a correction of gender record, evidence must be:
- Government Issued Photo ID, or
- Birth Certificate along with Photo ID

If you are applying for a change of gender record, evidence must be:
- Government Issued Photo ID along with:
  - Physician’s Affirmation Document

If you are requesting to change your social security number, evidence must be:
- Government Issued Photo ID along with:
  - Social Security Card

SECTION 1: PERSONAL INFORMATION

Current Full Name: ___________________________________________

(First)                                               (Middle)                                   (Last)

Student ID # : ____________________________________________

Telephone Number : ______________________________________

Email Address : __________________________________________

SECTION 2: TYPE OF PERSONAL INFORMATION CHANGE

☐ Legal Name Change    ☐ Correction of University Records    ☐ Change of Gender    ☐ Social Security Number Change
SECTION 3: CORRECTION OR CHANGE OF NAME

<table>
<thead>
<tr>
<th>Previous / Incorrect Name:</th>
<th>New / Correct Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(First)</td>
<td>(First)</td>
</tr>
<tr>
<td>(Middle)</td>
<td>(Middle)</td>
</tr>
<tr>
<td>(Last)</td>
<td>(Last)</td>
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</tbody>
</table>

Request Username Change:  

*Username change requests will be forwarded to Identity Management in the Division of Information Technology. Their office will be in contact with you to coordinate this change.

SECTION 4: CORRECTION OF DATE OF BIRTH

DATE OF BIRTH:  

SECTION 5: CORRECTION OR CHANGE OF GENDER

GENDER:  

SECTION 6: CORRECTION OR CHANGE OF SOCIAL SECURITY NUMBER

SOCIAL SECURITY NUMBER:  

DECLARATION

I certify that all information, including documentary evidence is correct.

STUDENT SIGNATURE:  

DATE: