

## 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**.
- If you are currently, or have been employed by Radford University in the last twelve months (including work study or GA positions) sign this form and return to Human Resources with documentary evidence listed below. Please note that a social security card will be a required document.
- Sign and return to the Registrar's Office with documentary evidence as described below.

DOCUMENTARY EVIDENCE			
You MUST attach documentary evidence supporting your reque	est.		
If you are applying for a full name change after legally changing your name OR after marriage or divorce, evidence must be:	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:	<ul> <li>Government Issued Photo ID, or</li> <li>Passport</li> </ul>		
If you are applying for a correction of gender record, evidence must be:	<ul> <li>Government Issued Photo ID, or</li> <li>Birth Certificate along with Photo ID</li> </ul>		
If you are applying for a change of gender record, evidence must be:	Government Issued Photo ID along with:		
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 :			
Are you a currently working, or have you been employed at Ra	Radford University in the last 12 months?		



SECTION 2: TYPE OF PERSONAL INFORMATION CHANGE				
Legal Name Change	Correction of University Record	ds Change of Gender	Social Security Number Change	
SECTION 3: CORREC	TION OR CHANGE OF NAME			
Previous / Incorrect Name	:(First)	(Middle)	(Last)	
New / Correct Name:	(First)	(Middle)	(Last)	
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				
If your date of birth has been incorrectly recorded on Radford University records please indicate your correct date of birth below:  DATE OF BIRTH:/ (MM/DD/YY)				
SECTION 5: CORRECTION OR CHANGE OF GENDER				
If you have changed your gender or your gender has been incorrectly recorded on Radford University records please indicate your gender below:  GENDER:   MALE   FEMALE				
SECTION 6: CORRECTION OF OR CHANGE OF SOCIAL SECURITY NUMBER				
If your Social Security Number has changed or has been incorrectly recorded on Radford University records please indicate your correct Social Security Number below:				
SOCIAL SECUTIRY NUMBE	R:			
<b>DECLARATION</b> I certify that all information	n, including documentary evidence is	s correct.		
STUDENT SIGNATURE:			DATE:	