



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

Previous / Incorrect Name: _____
(First) (Middle) (Last)

New / Correct Name: _____
(First) (Middle) (Last)

Request Username Change: ☐ Yes* ☐ No

*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 SECURITY NUMBER: _____ - _____ - _____

DECLARATION

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

STUDENT SIGNATURE: _____ DATE: _____