



Please **PRINT CLEARLY** to ensure an accurate update of your records.

Name: _____
First Middle Last Suffix RUID

UPDATE NAME: Graduate/PhD Student Undergraduate Student Alumni/Alumnae

Current Name : First _____ Middle _____ Last _____ Suffix _____

Requested New Name: First _____ Middle _____ Last _____ Suffix _____

Reason for Change:
Correction of error
Legal name change
Marriage or divorce
Other

If other is chosen please provide a short explanation: _____

Two forms of identification are required (copies and photos of documents are accepted).

1. One primary identification to include an updated state/federally authorized picture ID, such as a driver's license, passport, or permanent resident (Green) card.
2. One secondary identification to include an updated marriage certificate, court order, divorce decree or legal name court order.

For Current Employees you must also update your name with [University Human Resources](#).

UPDATE CITIZENSHIP:

From: _____ To: _____

In order to process this change, you must submit two of the following updated items: passport, certificate of naturalization, and permanent resident (green) card, driver's license.

UPDATE BIRTH DATE:

To: ____/____/____
MM/DD/YYYY

In order to process this change, you must submit an updated: driver's license, passport or permanent resident (green) card.

UPDATE GENDER:

UPDATE GENDER IDENTITY:

Gender To: _____ Gender Identity To: _____

In order to process gender change only (not needed for gender identity change), you must submit an updated: state/federally authorized picture ID with gender on ID.

STUDENT EMAIL _____ STUDENT PHONE NUMBER _____

ALL FORMS MUST BE SIGNED AND DATED PRIOR TO SUBMISSION OR THEY WILL BE CONSIDERED INVALID.

By signing this form, I declare the data to be true, accurate and confirm no criminal intent.

STUDENT SIGNATURE: _____ DATE: _____

Office Use Only Processed Date: _____

Staff Initial: _____