



Change of Personal Information

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Instructions

- All requests require the student's signature and one form of documentation (See Required Documentation).
- Submit this form along with the required documentation in person, via US mail, or via fax.

Please Note: Individuals who are currently employed by the University must request these changes through Human Resources.

CURRENT INFORMATION AS SHOWN IN CIS (Please Print):

Student ID Number Last Name First Name Middle

REQUIRED DOCUMENTATION:NAME CHANGE (only 1):

Marriage License/Certificate
Passport
Permanent Visa
Social Security Card
Birth Certificate
Court Order
Divorce Decree
Driver's License

SOCIAL SECURITY NUMBER:

Social Security Card

INDIVIDUAL TAX PAYERIDENTIFICATION NUMBER (ITIN):

ITIN Authorization Letter

DATE OF BIRTH:

Birth Certificate
or Passport or
Permanent Visa

GENDER CHANGE

Court Order or
Driver's License

PLEASE CHECK THE BOX(ES) YOU ARE REQUESTING TO CHANGE: **Name Change**

Last Name

First Name

Middle

 Social Security Number Change **Individual Tax Payer ID Number**

Old or Incorrect Number

New or Correct Number

 Date of Birth Change

Old or Incorrect DOB

New or Correct DOB

 Gender Change Male Female

Old Gender

 Male Female

New Gender

I certify that I am responsible for any changes made to my personal information record. I also understand that any changes may cause complications if transcript orders or other information requests are submitted to, or data provided by, the university under former personal information.

Student Signature

Date

FOR REGISTRAR'S OFFICE USE ONLY

Entered _____ Photo Identification _____ Documentation _____ Diploma Name Only _____ Verified _____