Change of Personal Information

The University of Utah • Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT • 84112 • 801-581-8969 • 801-585-7860 fax

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 (Please Print)

______________________________________  ___________________________________________  ______________________________________
Student ID Number  Last Name  First Name  Middle

Required Documentation:
NAME CHANGE:
Marriage License/Certificate or Passport or Permanent Visa or Social Security Card or Birth Certificate or Court Order or Divorce Decree or Driver’s License

SOCIAL SECURITY NUMBER:
Social Security Card

INDIVIDUAL TAX PAYER IDENTIFICATION 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

☐ Social Security Number Change

☐ Individual Tax Payer ID Number

☐ Date of Birth Change

☐ Gender Change

☐ Male  ☐ Female

☐ Old Gender

☐ Male  ☐ Female

☐ New Gender

☐ Old or Incorrect Number

☐ Old or Incorrect DOB

☐ New Number

☐ New or Correct DOB

I certify that I am responsible for any changes made to my personal information. 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__________

10/26/16