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)

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
</tr>
</thead>
</table>

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

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

☐ Date of Birth Change

☐ Gender Change

Old or Incorrect Number

Old or Incorrect DOB

Old Gender

□ Male □ Female

New or Correct Number

New or Correct DOB

□ Male □ Female

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__________

03/07/12