



# 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**

\_\_\_\_\_  
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 \_\_\_\_\_