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 • Registration@utah.edu

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

DATE OF BIRTH:
Birth Certificate or Passport or Permanent Visa

GENDER CHANGE
Court Order or Driver’s License

INDIVIDUAL TAX PAYER IDENTIFICATION NUMBER (ITIN):
ITIN Authorization Letter

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

☐ Name Change
☐ Social Security Number Change
☐ Date of Birth Change
☐ Gender Change

☐ Individual Tax Payer ID Number
Old or Incorrect Number
New or Correct Number

☐ Old Gender
Male
Female

☐ New Gender
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 ___________

10/06/22