



Office of the Registrar

### Change of Personal Information Request

Students may use this form to change or correct their legal name<sup>1</sup>, preferred first name<sup>2</sup> SSN<sup>1</sup>, address, email address, phone number, emergency contact, date of birth, etc. A completed form needs to be delivered in-person, by mail, fax, or emailed PDF to the Registrar's Office of either campus. The above personal information except the legal name, preferred first name, and SSN may be also changed online, via RU Access.

<b>Student ID #:</b>	
<b>Last Name</b> (current on RU file):	
<b>Legal First Name:</b>	<b>Middle Name:</b>

**New Permanent Address:**

Street:		
City:	State:	Zip:
Phone #: ( )	Fax #: ( )	
E-mail Address:		

**Mailing Address** (If different from permanent):

Street:		
City:	State:	Zip:

**Nearest Emergency Contact** (not living with you if applicable):

Name:		
Street:		
City:	State:	Zip:
Phone #: ( )		

**Change of Legal Name**

A name change requires documentation such as Marriage Certificate, State ID, or Driver's License, etc.

Current (to be changed) Name on RU file:	Correct/New Name:
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**Correction of Date of Birth**

State ID, or Driver's License, or birth certificate required for correction to be completed

Current (to be changed) Date of Birth on RU file:	Correct Date of Birth:
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**Correction of Social Security Number**

State ID or SS card required for correction or update to be completed

Incorrect SS#:	Correct SS#:
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**Declare a Preferred First Name**

There is no need for legal documentation for this change.

Preferred First Name:	Registrar staff must notify Information Technology Services for changes to student email to take effect.
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Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar Office Use Only: Processed by: Initials \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup>Name, Social Security Number, and Date of Birth changes must be requested in person at the Registrar's Office. An official document such as Social Security Card, Driver's License, State ID, Marriage License, etc. must be presented.

<sup>2</sup>Preferred First Name will never replace the student's legal name on official University records including student accounts/bills, financial aid documents, official transcripts, College of Education teacher certification records, and responses to external inquiries such as verification requests. In order for an alternate name to appear on the official records listed above, students must complete a legal name change.