

POLICY AND PROCESS

- Students requesting to update biographical information in their student record must complete the following request form and send a copy of their Government-issued Photo ID and a copy of the legal documentation supporting the change of biographical information to the Registrar's Office. All requests will be processed within 3-5 business days.
 - **Choose from one of the following Government Issued Photo ID options:**
 - State Driver's License or State-issued photo ID
 - Passport
 - Military Identification Card
 - **AND Choose from one of the following legal documentation accepted:**
 - *Date of Birth Change:* A copy of the birth certificate or an additional copy of a government-issued photo ID.
 - *Social Security Number Change:* A copy of the social security card.
 - *Change of Legal Name:* A copy of the marriage certificate, divorce decree, or legal name change document.
 - *Citizenship Change:* Certificate of Naturalization or U.S. Passport
- Changes to **Preferred/Chosen Names** must be made through UNE Compass under My Profile Info.
- For security reasons, students may send a copy of their Government Photo IDs through the Secure Message Center at <https://encryptmail.une.edu> to Registrar@une.edu.

STUDENT INFORMATION

First Name: _____ **Last Name:** _____ **Middle Name:** _____
Maiden Name: _____ **PRN or SSN:** _____ **Date of Birth:** _____
Phone Number: _____ **Email:** _____ **Dates of Attendance:** _____

SECTION I: REQUESTING CHANGE OF LEGAL NAME

Reason for Legal Name Change: _____

	First	Middle	Last
Current Name on Record			
New Legal Name			

SECTION II: REQUESTING DATE OF BIRTH CHANGE

Reason for Date of Birth Change: Correction of Error No Date of Birth on File Other: _____

Date of Birth: ____/____/____ (mm/dd/yyyy)

SECTION III: REQUESTING UPDATE TO SOCIAL SECURITY NUMBER

Reason for Social Security Update: Correction of Error No Social Security on File Other: _____

Social Security Number: _____ - _____ - _____

SECTION IV: REQUESTING UPDATE CITIZENSHIP STATUS*

I request that my citizenship status be updated from Permanent Resident to United States Citizen.

*Please note: The Global Education Program supports our international students, and any updates to a student's visa status will need to be made by the [Global Education Office](#).

STUDENT APPROVAL AND ACKNOWLEDGEMENT (Font signature not accepted)

I, the undersigned, hereby declare that the information provided in this request is accurate and true. I understand that the requested change of biographical information will be reflected in my academic records, and I agree to provide the necessary documentation to support this change.

Student Signature: _____ **Today's Date:** _____

For Registrar Office Use Only: Prior DOB or SSN in Banner: _____ Processed On: _____