

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.
 - **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
- 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.
- All requests will be processed within 3-5 business days.

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 am requesting to update my citizenship status from a Permanent Resident to a 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 with 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: _____