

Office of the Registrar Personal Information Change Request Form

This form may be used to update personal information on your permanent student records.

<u>Are you a current EKU employee?</u> If yes, then you must make changes to your personal information through the EKU Human Resources Office.

Please indicate below the update you are requesting; be sure to <u>include the required documentation</u>. The form and appropriate documents may be scanned and emailed to <u>Registration@eku.edu</u>. We cannot process any request where scanned items are not clearly readable. See below for list of approved supporting documentation.

****	******	******	PLEASE PRINT*******	*********	***
Current	Name:				
		FIRST	MIDDLE	LAST	
EKU ID N	NUMBER		PHONE		
EMAIL			DATE		
STUDEN	T SIGNATURE				
CHECK	ONLY ITEMS	S YOU WISH TO	CHANGE – VERIEVING DO	CUMENTATION IS REQUIRED	
CITECI					
	ADDRESS: The	•	elow will be your: (CHECK ANY	AND ALL THAT APPLY)	
	Mailing add	Iress	☐ I have applied to grad	uate: MAIL DIPLOMA HERE	
	New Address:				
		CITY	STATE	ZIP	-
	Permanent		52	-	
	Mailing ada	Iress	I have applied to grad	uate: MAIL DIPLOMA HERE	
	Billing addr	ess			
	New Address:				
	•				
		CITY	STATE	ZIP	-
	DATE OF BIRT	H (DOB)			
	Old DOB		New DOB		

EMERGENCY CONTACT
Name:
Relation:
GENDER PHONE
MaleFemaleOther –or – I do not wish to disclose.
NAME: Please change my previous name, (see below, the name currently listed on my EKU academic records), to my current legal name, which is listed above. [Students who change their name must contact ITDS email support to change their EKU email name - you may go to Combs 207, or call 622-3000.]
1. Previous Name:
FIRST MIDDLE (REQUIRED) 2. If you did not have an EKU ID at the time you were enrolled please include SSN:
3. Have you applied to graduate? Y / N If Yes- then please go as soon as possible to the dean's office of the college of your major. Inform your College Graduation Expert that you have requested this name change. You must verify with the dean's office which name you wish to have printed on your diploma, as well as where to send your diploma. Completion of this form does not dictate which name will be printed on your diploma.
SOCIAL SECURITY NUMBER (SSN) Old SSN New SSN
Below are items which will serve as satisfactory documentation Temporary or permanent Social Security card and government issued photo ID: may be used to change SSN or name.
Below are items which will serve as satisfactory documentation Temporary or permanent Social Security card and government issued photo ID: may be used to change SSN or name. Passport or driver's license: may be used to change name or DOB or gender identity. Birth certificate; or court order legalizing gender identity; or pre/post-operative documentation from a qualified health care provider; or letter from a mental health professional who is providing care, and which is written on letterhead with original signature; AND a government

Documents presented:_

Office of the Registrar 03/04/2016