

# PERSONAL DATA CHANGE FORM

Request Date \_\_\_\_\_

**In order for any of the changes to be processed, please fill in the following information as it is currently in our student record system.**

last name	first name	middle name
signature	Tech ID or Star ID	birth date

NAME CHANGE

**Must provide legal proof of your name change.**

Please attach a copy of one of the following: picture ID (driver's license, passport), marriage decree, divorce decree, court order, certificate of U.S. citizenship. If you are receiving financial aid, we also need a copy of both sides of your signed social security card.

From: \_\_\_\_\_  
last      first      middle      maiden

To: \_\_\_\_\_  
last      first      middle

Check to have this also be the name printed on your diploma.

Marital Status:    Single       Married       Divorced

Are you currently receiving Financial Aid?    Yes       No

Are you an international student on a F-1 or J-1 visa?    Yes       No

Gender:   
 Male  
 Female

DATE OF BIRTH  
ADD/CHANGE

The documentation needed is a **current passport, driver's license, or birth certificate.**

Add Date of Birth \_\_\_\_\_

Change Date of Birth

From \_\_\_\_\_ To \_\_\_\_\_.

SOCIAL SECURITY  
NUMBER CHANGE

Attach a copy of both sides of your signed social security card to this form.

From:      —      —  
 \_\_\_\_\_

To:      —      —  
 \_\_\_\_\_

Many colleges/universities use social security numbers and birthdates for student identification purposes on student records. Providing this information is voluntary. If you do not provide these numbers, your application will not be processed. This data is requested for purposes of administration.

**\*\*Return completed form to the Registration and Academic Records Office, 132 Wigley Administration Center, Mankato, MN 56001. Scan and email to: [registrars-office@mnsu.edu](mailto:registrars-office@mnsu.edu)**