

CURRENT INFORMATION

Name _____ ID No. _____
last first middle initial

Signature _____ Date _____

I am currently (check one) [] Student [] Employee [] Student and Employee Daytime Ph. # _____

I am an international student [] Yes [] No International Student and Scholar Services _____

UPDATE INFORMATION [] Name [] ID Number [] Address

Please change name from _____ to _____
last first middle last first middle

(Certified copy of an original marriage license, court decree, or a passport must be attached for name changes.)

Please change ID number from _____ to _____
Social Security number system-generated ID number

(Copy of photo ID must be attached for ID number changes.)

Please update the address(es) listed below:

PR PERMANENT HOME ADDRESS _____

Telephone Number _____

MA LOCAL ADDRESS _____

Telephone Number _____

BI BILLING ADDRESS _____

Telephone Number _____

HR HUMAN RESOURCES PAYCHECK/W-2 FORM ADDRESS _____

Telephone Number _____

- DISTRIBUTION: White - Registrar's Office (student 1st/employee 2nd) Human Resources Office (employee 1st/student 2nd)
Yellow - Registrar's Office (employee 1st/student 2nd) Human Resources Office (student 1st/employee 2nd)
Pink - Student's/Employee's Academic Unit/Office
Gold - Student/Employee

FOR OFFICE USE ONLY
HR Initiator Date REGS. Initiator Date