

Change of Personal Information

Requests accepted in-person, by mail, official University email account, or fax.



Office of the Registrar

Current Name _____

Student ID Number _____

Registration, Residency & Transcripts
PO Box 210066 - Tucson, AZ 85721-0066
(520) 621-3113 reghelp@arizona.edu
Fax: (520) 621-8944
www.registrar.arizona.edu

1. ARE YOU AN INTERNATIONAL STUDENT?

____ **YES:** Changes to Personal Information are processed through the International Student Services Office at 615 N Park Avenue, Room 120, Phone: (520) 621-4627.
____ **NO:** Answer questions 2 and 3 to see if you are eligible to use this form.

2. ARE YOU AN EMPLOYEE or FORMER EMPLOYEE WITHIN THE LAST CALENDAR YEAR?

____ **YES:** Changes to Name, Social Security Number, Visa or Citizenship are processed by your department. Fill out a Personal Action Form and submit a copy of your Social Security card to the department you are employed by.
____ **NO:** You may use this form to make changes to your personal information if you answered no and are also a currently enrolled student (see next question).

3. ARE YOU A CURRENTLY ENROLLED STUDENT?

____ **YES:** You may make changes to personal information on this form if you said yes to this question and NO to the question about employment.
____ **NO:** If you are not currently enrolled, changes to your name will be processed only if there is evidence of a legal requirement for a change. The University of Arizona does not alter historical academic records.

SELECT CHANGES BELOW AND ATTACH COPIES OF REQUIRED DOCUMENTATION AND COPY OF PHOTO IDENTIFICATION

☐ **CHANGE MY PRIMARY NAME TO:**
LAST: _____ FIRST: _____ MIDDLE: _____ SUFFIX: _____
(REQUIRED FOR NAME CHANGE: Marriage License/Certificate OR Court Order OR Passport/Permanent Visa OR Social Security Card OR Government Issued ID)

☐ **CHANGE/CORRECT MY DATE OF BIRTH:** ____/____/____ (REQUIRED: COPY OF BIRTH CERTIFICATE)

☐ **ADD/CORRECT MY SOCIAL SECURITY NUMBER:** ____-____-____ (REQUIRED: COPY OF SOC SEC CARD)

☐ **CHANGE MY SEX FOR REPORTING PURPOSES:** MALE ☐ FEMALE ☐

☐ **ADD MY DRIVER'S LICENSE NUMBER:** _____ **STATE:** _____ (REQUIRED: Copy of State Issued License)

☐ **CHANGE MY HOME ADDRESS:** _____
(REQUIRED: Copy of Recent Bill or State Issued License)

I certify that I am responsible for any changes made to my personal information record and I will verify changes on my University of Arizona Student Center

Signature: _____ Date: _____

E-Signature accepted if using official UA email account

For Registrar Office Use Only

Date _____ Collected by _____ Processed By _____

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