

UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • 3211 Providence Drive Anchorage, AK 99508 • (907) 786-1480

Change of Personal Information Form



HAVE YOU EVER BEEN EMPLOYED BY UA (INCLUDES STUDENT JOB)? **YES** **NO**

If YES – your request must be submitted directly to Human Resources, 3890 University Lake Drive, Anchorage, AK 99508. Phone 907-786-4608 Fax 907-786-4727. Request for Name Change must have SSN Card with current name.

If NO – submit request with any current government issued identification showing correct information to UAA, University Center, 3901 Old Seward Hwy. Ste 106, Anchorage, AK 99503-6089. Phone 907- 786-1480.

Name: _____ UA ID: _____

Preferred Email: _____

If UA needs to contact you it will be through email.

WHAT CHANGE WOULD YOU LIKE TO MAKE?

Address (Human Resource Only)

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Province: _____

Mailing and Permanent addresses can be updated through UAOnline.

Name (Include government issued identification with new name; employees require SSN Card)

Former Name Last: _____ First: _____ Middle: _____

Current Name Last: _____ First: _____ Middle: _____

Please note this change will not update/change university email account or current class rosters – blackboard.
Please contact IT Services at 907-786-4646 for further assistance.

Date of Birth (Include government issued identification showing correct Date of Birth)

Social Security Number (Must include signed SSN Card and current government picture ID)

Gender (Include government issued ID)

Other (Indicate change and/or contact office for more information)

I request the above change(s) be made in official University records in accordance with University policy and this form.

Signature: _____ Date: _____

VERIFICATION OF CHANGES (FOR OFFICE USE ONLY)

Verified and Entered by: _____ Date: _____

Comments: