

# UNIVERSITY of ALASKA ANCHORAGE

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

## Change of Personal Information Form

Name: \_\_\_\_\_ UA Student ID: \_\_\_\_\_

Preferred Email: \_\_\_\_\_ (We will contact you via email if necessary.)

### What change would you like to make?

#### Address

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Province: \_\_\_\_\_

Mailing and permanent addresses can be updated through UAOnline.

**Name** (include legible copy of government issued photo ID with new name; employees must submit copy of SSN card)

Once you have verified your name change in UAOnline, you may request an updated username through the 'Personal Information' tab in UAOnline. If you do not see this synced across UAA systems within a week, please contact IT Services at 907-786-4646.

Former Name Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Current Name Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

**Date of Birth** (include legible copy of current government issued photo ID showing correct date of birth)

**Social Security Number** (include legible copies of signed SSN card and current government issued photo ID)

**Gender**            Male            Female            Do not identify as male or female

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: