REQUEST FOR CHANGE OF NAME, ADDRESS OR SOCIAL SECURITY NUMBER

Please Print Clearly. Signature required at bottom of form.

Student Identification Number:  

Name:  

Last First M.I.

NAME CHANGE: (Must attach acceptable documentation. Please see the reverse side for information.)

Change Name to:  

Last First M.I.

SOCIAL SECURITY NUMBER CHANGE: (Must attach copy of Social Security Card.)

Change SSN from Old Number:  to New Number:  

ADDRESS CHANGE:  

☐ Home Address  ☐ Local Address

Note: 1) Home Address: This form is not to be used to change residency status (in-state/out-of-state). Resident/Non-Resident questions must be addressed to the Coordinator of Records, Office of Records and Registration.

2) Local Address: This form is not to be used by students living in residence halls. All changes in residence hall addresses must be accomplished by the Residence Life and Housing Office. Completion of this form will not release a student from a residence hall contract.

Home Address (Address to which billing is mailed):  

Street / Apartment  

City  County  State  Zip Code  Telephone Number  

Local Address (Off-campus address if different from home):  

Street / Apartment  

City  State  Zip Code  Telephone Number

This address change makes me (check one):

☐ an Off-Campus Student (local address and home address are different).

☐ a Commuting Student (local address and home address are the same).

☐ still a Resident Student (living on campus in a residence hall)—this is a change of home address only.

SIGNATURE OF STUDENT:  Date:  

Return Completed Form To:
Office of Records and Registration, 210 Glasglow Road, Hamilton Hall, Edinboro, PA 16444 / Fax: 814-732-2130  (Revised: 6/1/2009)
NAME CHANGE

Acceptable Forms of Documentation

In order to maintain the integrity and accuracy of student records and protect the rights and privacy of students, Edinboro University will permit a name change on official records only under the following specific conditions:

1. The student must provide legal evidence of the name change by presenting either an original or notarized copy of a court order or decree. Other documents, such as a driver’s operating license do not constitute sufficient evidence.

2. As an alternative, a student must provide a statement made under oath that he or she has adopted a name which the student is using consistently, non-fraudulently and exclusively. In addition to the sworn statement the student must provide at least two documents of identification, which will support that, the adopted name is used consistently, non-fraudulently and exclusively.

Examples of appropriate supporting documentation include:

List A: Documents that establish both identity and employment eligibility
   a. U.S. Passport (expired or unexpired)
   b. Certificate of U.S. Citizenship (INS form N-560 or N-561)
   c. Certificate of Naturalization (INS form N-550 or N-570)
   d. Unexpired foreign passport, with I-551 stamp or attached INS form I-94 indicating unexpired employment authorization.
   e. Alien Registration Receipt Card with photo (INS from I-151 or I-551)
   f. Unexpired Temporary Resident Card (INS form I-688)
   g. Unexpired Employment Authorization Card (INS form I-688A)
   h. Unexpired Reentry Permit (INS from I-327)
   i. Unexpired Refugee Travel Document (INS form I-571)
   j. Unexpired Employment Authorization Document issued by INS which contains a photo (INS form I-688B)

List B: List that establishes identity
   a. Driver’s operating license with photo as issued by a state
   b. ID card issued by federal, state, or local government agencies
   c. School ID card with photo
   d. Voter’s registration card
   e. U.S. Military card or draft record
   f. Military dependent’s ID card
   g. U.S. Coast Guard Merchant Mariner Card
   h. Native American Tribal document
   i. Driver’s operating license issued by a Canadian Government authority

For persons under age 18 who are unable to present a document in List B above:
   a. School record or report card
   b. Clinic, doctor, or hospital record
   c. Day care or nursery school record

Source: INS form I-9