

# Request for Change of Name, Address, or Social Security Number

## STUDENT INFORMATION:

Student ID: @ \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

 **NAME CHANGE:** (Must attach acceptable documentation. Please see the next page for information.)

### Change Name to:

Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

 **ADDRESS CHANGE:** Home Address Local Address

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 Registrar, 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 to which billing is mailed):

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

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

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

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).  
 a Commuting address only.

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

Change SSN from Old Number \_\_\_\_\_ to New Number \_\_\_\_\_

## REQUIRED SIGNATURE:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail, E-mail or Fax Completed Form to: Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Rd., Edinboro, PA 16444; E-mail: records@edinboro.edu; Fax: 814-732-2130; Phone: 814-732-3501

**Continued**

# 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 form 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 form 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