

## Personal Information Change Request

*This form along with required documentation allows you to make name changes for reasons such as marriage, divorce, court orders, spelling errors, adoption, and gender transition.*

**Please do not send social security information via email.** We have a secure transfer system for person to person email communication. For questions, please contact our office at 828-262-6818 or email [regteam@appstate.edu](mailto:regteam@appstate.edu) for more information.

### Name Change Details

Current Name:  FIRST  MIDDLE  LAST

New Name:  FIRST  MIDDLE  LAST

### Student Approval

**I understand that my previous name(s) will be retained for record keeping purposes.**

Banner ID #  Phone:  Email:

Signature of Student:  Date:

### Legal Document Options

**Attach or submit at least one form of legal documentation from the list below:**

- |  |   |   |
|--|---|---|
| <input type="radio"/> Social Security Card (required for social security number changes) | <input type="radio"/> State Issued ID Card        | <input type="radio"/> Valid US Passport |
| <input type="radio"/> Certified Court Order Copy   | <input type="radio"/> Marriage Certificate        | <input type="radio"/> Driver's License  |
|  | <input type="radio"/> US Military Issued Photo ID | <input type="radio"/> Divorce Papers    |

**Please note that the new name must be listed on the document and the document must be signed, if applicable.**

Gender Change: My gender has changed. Please update my record to ☐ Male ☐ Female  
reflect the following new gender.

Any one option applies:

- Valid drivers license or passport indicating the new gender
- Signed letterhead from a physician attesting that the process of gender transition is complete
- Official court order affirming gender change or revised birth certificate

#### Office Use Only:

Current Graduation Application? ☐ Yes ☐ No ☐ If yes and an undergraduate student, email [graduation@appstate.edu](mailto:graduation@appstate.edu)

☐ If yes and a grad student, email [gradrecs@appstate.edu](mailto:gradrecs@appstate.edu)

Processed by:  Date: