

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 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 reflect the following new gender.

Male

Female

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

If yes and a grad student, email graduaterecs@appstate.edu

Processed by:

Date: