

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. You can also use this form to update your Social Security Number.

Please do NOT send social security information, or other sensitive information via email. We have a secure transfer system for person-to-person email communication. For further information, please contact our office at 828-262-2050 or email regteam@appstate.edu.

Name Change Details

Current Name: _____
FIRST MIDDLE LAST

New Name: _____
FIRST MIDDLE LAST

Social Security Number Changes

Must include a photocopy of current Social Security Card – SS Card must be signed.

- ☐ Social Security Number is incorrect. ☐ Adding Social Security Number to my record.
☐ Other _____

Gender Change Information

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

One of the following forms of documentation will apply:

- Valid driver's license or passport indicating 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.

Legal Document Options

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

- ☐ Social Security Card (required for Social Security Number changes, must be signed)
☐ State Issued ID Card ☐ US Military Issued Photo ID ☐ Certified Court Order Copy
☐ Valid US Passport ☐ Driver's License ☐ Divorce Papers

Please note: New name must be listed on submitted documentation and the document must be signed, if applicable.

Student Approval

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

Banner ID#: _____ Phone: _____ Email: _____

Signature of Student: _____ Date: _____

Office Use Only:

- Current Graduation Application? ☐ Yes ☐ No ☐ If yes and an undergraduate student, email graduation@appstate.edu.
Processed by: _____ Date: _____ ☐ If yes and a graduate student, email graduaterecs@appstate.edu.