

# Student Information Update Form

## For Name, SSN, and DOB Updates

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Student information is based on details provided by the student on their admission application. Primary name changes, Social Security number, or date of birth changes require students to provide supporting documentation and a Student Information Update Form to the Registrar's Office.

### **Submit Documents**

- By email to [UHDRecords@uhd.edu](mailto:UHDRecords@uhd.edu)
- In person to the Registrar's Office in One Main Building, Suite N330 (3rd floor)

Students should complete the "Student Information" section with the information currently on file. Then fill out the additional section that pertains to your requested update.

### **Changes to Primary Name**

- Can only be changed to student's legal name
- Students changing their name must provide supporting documentation that reflects legal name. Acceptable documentation includes:
  - Marriage License/Certificate
  - Divorce Decree
  - Naturalization Certificate
  - Court Order
- Must provide an updated Social Security card or Tax I.D. card that reflects legal name
- Must provide a government issued photo ID that reflects legal name

### **Changes to Social Security Number / Taxpayer Identification Number**

- Must provide original Social Security card or Tax I.D. card (no photocopies)
  - Requests submitted in person must present the original card
- The Social Security card must include the student's signature
- Must provide a government issued photo ID with name that matches Social Security card or Tax I.D. card

### **Changes to Date of Birth**

- Must provide a valid government issued ID with date of birth listed. Acceptable documentation includes:
  - Driver's license
  - Passport/Permanent Visa
  - Birth Certificate and valid government issued photo ID

# Student Information Update Form

## For Name, SSN, and DOB Updates

### Student Information (as currently listed on university record)

First Name

Last Name

UHD ID

Phone Number

### Name Change

Check reason for name change request:

Marriage

Divorce

Court Order

Naturalization

Correction

Change Name From:

First

Middle

Last

Change Name To:

First

Middle

Last

I acknowledge that original documentation (marriage certificate, divorce decree, naturalization certificate, etc.) must be presented when requesting a name change or correction, along with a copy of the following: **updated SSN card or Tax ID card AND an updated government issued photo ID.**

I acknowledge that my **UHD assigned email address will be updated as well after the close of the current term.** Please note that there is a grace period of 10 business days to forward any important emails to another location before the deletion of record and update is completed. Emails from the old email account can be forwarded into the new account or another location starting on the Friday after the close of the semester. The old email account will be inaccessible after 10 days.

<b>FOR OFFICIAL USE ONLY (if necessary)</b>	Naturalization Certificate No.:	INS#A:	
	City:	State:	Date:
	Name as it appears on the Naturalization Certificate:		

### Social Security Number/Taxpayer Identification Number Change

Check reason for SSN/Tax ID change request:

Correction

Add to record

From:

- -

To:

- -

Enter XXX-XX-XXXX if there is currently no SSN on file

I acknowledge that an updated SSN card/Tax ID card and valid government issued photo ID must be presented as proof.

### Date of Birth Change

From:

MM

/

DD

/

YYYY

To:

MM

/

DD

/

YYYY

I acknowledge that a valid government issued photo ID with date of birth listed must be presented as proof.

I authorize the University of Houston-Downtown to make the updates/changes to my student records as requested above.

Student Signature

Date