WESTMINSTER UNIVERSITY

Change of Personal Information Form

Legal documentation is required for official university record changes and updates to be made.

Student ID#:_____ **Phone:**_____ **Email:**_____

Previous Legal Name

_____

Last First Middle

New Legal Name as indicated on legal documentation such as marriage license, passport, permanent visa, court order, divorce decree, or state issued driver's license or ID card

_____

Last First Middle

New Preferred Name (if applicable) _____

Westminster University will use your preferred name in the university's system where permitted. Legal name is required to remain on official documents such as transcripts, financial aid awards, payroll and tax records, etc. In addition, due to technology challenges, your legal name and/or legal last name may still appear in some locations.

New Gender Designation to be reflected on your official Westminster University records. Please check one of the following and **provide legal documentation of the change** (i.e. court order, state issued driver's license or ID card).

☐ From Male to Female ☐ From Female to Male ☐ From Male to X (non-binary) ☐ From Female to X (non-binary)

Other Information

Social Security Number – Incorrect: _____ Correct: _____

(Update requires copy of Social Security Card)

Date of Birth – Incorrect: _____ Correct: _____

(Update requires copy of birth certificate or state issued driver's license or ID card)

Signature: _____ Date: _____

Office of the Registrar Use Only

Documentation Reviewed: _____ Colleague Updated (initials): _____ Date : _____