

## Correction to Student Records Biographic/Demographic Data

**KU Employees:** You are also required to change your name with the KU Payroll Office, contact them at (785) 864-5966.

In order to have your name, date of birth, and/or social security number changed or corrected on your Academic Records, present a copy of the appropriate official document such as a driver's license, passport, certified copy of an executed marriage license or divorce decree. Please contact the Office of the University Registrar if you have questions regarding appropriate documentation at 785-864-4423 or registrar@ku.edu.

Are you a U.S. citizen or U.S. permanent resident?       Yes    No

If no: **A passport is the only document accepted for a name change.**

International Students in F-1 and J-1 Status: Changing your name on this form will NOT necessarily change the way your name prints on your I-20 or DS-2019. If you want to change your name on your I-20 or DS-2019, take your passport to International Student and Scholar Services, Room 2 Strong Hall

**Please print clearly and indicate (by checking the box) which items you are changing**

DATE: \_\_\_\_\_

KU ID/EMPLID: \_\_\_\_\_       Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(MUST PRESENT A SIGNED SSN CARD)

PHONE NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

MARITAL STATUS:    SINGLE       MARRIED

GENDER:    FEMALE       MALE

ETHNICITY CHANGE:  
 American Indian/Alaska Native    Asian    Black/African American    Hispanic/Latino    White

NAME CHANGE:

FROM: \_\_\_\_\_  
LAST NAME(S)/SURNAME(S)      FIRST NAME(S)/GIVEN NAME(S)      MIDDLE NAME(S) IF APPLICABLE

TO: \_\_\_\_\_  
LAST NAME(S)/SURNAME(S)      FIRST NAME(S)/GIVEN NAME(S)      MIDDLE NAME(S) IF APPLICABLE

Have you submitted an application for degree (AFD)?       Yes    No

If Yes, for which semester? (Check One)       Spring    Summer    Fall

SIGNATURE: \_\_\_\_\_  
 (This is required for all changes and must match new name if it is being changed)

Return this form and required documents to:

Office of the University Registrar  
 Strong Hall 151  
 1450 Jayhawk Blvd  
 Lawrence, KS 66045-7535  
 Phone: (785) 864-4423  
 Fax: (785) 864-3900

For office use only Entered by: _____ Date: _____
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