

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.

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

If your answer is 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 which items you are changing

DATE: _____

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

PHONE NUMBER: _____

DATE OF BIRTH: _____

MARTIAL 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) 864-5230

For office use only Entered by: _____ Date: _____
