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) 864-4946.

In order to have your name, date of birth, gender, and/or social security number changed or corrected on your Academic Records, present a copy of an 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.***

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:** _____

☐ **MARITAL STATUS:** ☐ SINGLE ☐ MARRIED

☐ **GENDER:** ☐ MALE ☐ FEMALE

☐ **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? (CIRCLE 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: _____

Revised 1/9/2008