



## **Change of Student Information**

### **Submit Form and supporting documentation to:**

**In-Person:** Office of the Registrar, 106 Steele Hall

**Email:** [registrar@syr.edu](mailto:registrar@syr.edu)

**Mail/Fax:** Office of the Registrar, 106 Steele Hall, Syracuse NY 13244-1120; 315-443-7994

### **Change in Name:**

Name that should now appear on official University records

Birth Name: \_\_\_\_\_

New/Chosen Name: \_\_\_\_\_

#### Documentation Provided:

- Marriage License
- Court Order
- Social Security card (with new/chosen name)
- Valid Driver's License (with new/chosen name)
- Valid Passport (with new/chosen name)

### **Change in Legal Sex:**

Sex that should now appear on official University records

- Male
- Female

#### Documentation Provided:

- Valid Driver's License
- Valid Passport
- State-issued amended birth certificate showing the new sex

\*Note: Other government issued forms may be discussed on a case by case basis

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please note: If you are employed in any capacity by the University, or if you receive Federal Financial Aid (FAFSA) an updated Social Security Card is required to make a change. That change should be handled by the Office of Human Resources, 210 Steele Hall, or Skytop Office Bldg.

#### For Registrar Office Use Only:

Date: \_\_\_\_\_ Collected by: \_\_\_\_\_ Processed by: \_\_\_\_\_