



Student name \_\_\_\_\_

Student ID# \_\_\_\_\_ Cell phone \_\_\_\_\_

Email \_\_\_\_\_ Daytime phone \_\_\_\_\_

**Instructions:** Use this form to request a change to personal identification information. All change requests are processed by the Office of the Registrar. Please fax or mail the completed form to the Office of the Registrar for processing.

For all change requests **at least two valid forms of identification (at least one photo ID is required) must be submitted:**

- Social Security card (always required for name changes and to change your Social Security #)
- Driver's license
- U.S. military card
- NYS identification card
- Court action
- U.S. passport or U.S. passport card

### Name Change Requests

New last name \_\_\_\_\_ New first name \_\_\_\_\_

New middle name or initial \_\_\_\_\_

### Social Security # Change Requests

Current Social Security # \_\_\_\_\_ If applicable, new S.S.# \_\_\_\_\_

### Gender Change Request

Gender change\*      No      Yes

\*One of the two required forms of ID must be your DMV (state-government-issued) license or U.S. Passport.

Please sign the completed form and return via:

- Fax 518-580-0105      or      U.S. mail
- Empire State University
- Office of the Registrar
- 111 West Avenue
- Saratoga Springs, NY 12866

Student signature \_\_\_\_\_ Date \_\_\_\_\_

*This form is not valid and will not be processed without your signature.*

### Office Use Only

Office of the Registrar processed by \_\_\_\_\_ Date \_\_\_\_\_