



STUDENT INFORMATION UPDATE FORM

Use this form to update legal and/or preferred name, legal sex, address and/or SSN as they appear in Banner.

Submit form and supporting documentation:

In person: Student Enrollment Services, Morrison Hall Suite 100

Mail/Fax: William Paterson University, Attn: Student Enrollment Services, Morrison Hall Suite 100, 300 Pompton Road, Wayne, NJ 07470; F: 973-720-2095

STEP 1 (Required): CURRENT STUDENT INFORMATION

First Name: _____ Last Name: _____ Middle: _____
855: _____ Date of Birth: _____ Phone: _____
Email: _____@student.wpunj.edu

STEP 2 (Required): SELECT ALL THAT APPLY

NAME UPDATE REQUEST

Last Name _____ First Name _____ Middle _____

<u>Name Type to change (check all that apply):</u>	<u>Changes (check all that apply):</u>	<u>Documentation Provided:</u>
_____ Legal/Primary (documentation required)	_____ First Name	_____ Court Order
_____ Preferred (no documentation required)	_____ Middle Name/Initial	_____ Birth Certificate
	_____ Last Name	_____ Divorce Decree
		_____ Marriage Certificate
		_____ Passport

LEGAL SEX UPDATE

Legal sex that should now appear on record (documentation required): _____ Male _____ Female

Documentation provided (select one):

_____ Birth Certificate _____ Pre- or Post-operative documentation from qualified health care provider

SSN/DOB UPDATE: Must provide original Social Security Card or Birth Certificate to Student Enrollment Services. This service is **only provided** in person.

_____ Social Security Number Update _____ Date of Birth Update

STEP 3 (Required) : SIGN AND DATE TO CONFIRM CHANGES

I affirm that the information provided on this form is complete and true. I certify that I am responsible for changes made to my personal information and understand that furnishing false information on this form may result in cancellation of admission, registration, or both.

STUDENT SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY:

Forms collected and verified by: _____ Graduation Application on File _____

Date change(s) processed: _____ Processed by: _____

Student to contact the following agencies regarding name change:

_____ WPU Registrar (Diploma) diplomainfo@wpunj.edu 973.720.2700

_____ Fed Loans: NSLDS.ed.gov (800)433.3243

_____ FAFSA: FAFSA.ed.gov 800.433.3243

_____ Social Security Administration: www.ssa.org 800.722.1213