



STUDENT INFORMATION UPDATE FORM

Use this form to update legal name, legal sex, date of birth or SSN as they appear in our WP Systems

Submit form and supporting documentation:

In person: Student Enrollment Services, Morrison Hall Suite 100

Email: studentservices@wpunj.edu

Mail: William Paterson University, Attn: Student Enrollment Services, Morrison Hall Suite 100, 300 Pompton Road, Wayne, NJ 07470

Fax: 973-720-2095

Please Complete Steps # 1-4 below:

STEP 1 (Required): STUDENT INFORMATION- (Info as currently listed on your account)

Last Name: _____ First Name: _____ Middle: _____
855: _____ Date of Birth: _____ Phone: _____
WP Email: _____@_____.edu Personal Email: _____@_____

STEP 2 (Required): SELECT ALL THAT APPLY

NAME UPDATE REQUEST (Indicate new Legal Name below and provide documentation)

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
	_____ 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, Birth Certificate and picture government ID to Student Enrollment Services. This service is **only provided** in person.

_____ Social Security Number Update

_____ Date of Birth Update

Step 3 (Required): If Last Name is being updated, do you want your WP login username & email changed at this time?

YES NO

*Please note that login/email changes can take up to 24 hours to take effect throughout all University Systems (WPconnect, Blackboard, campus WiFi and more).

* If you choose "YES", please make sure your Personal Email is listed in Step 1. IT will reach out to you to coordinate, using this personal email.

* If you choose "NO", you can reach out to IT to update at a later date, through wpunj.edu/helpdesk

STEP 4 (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 _____

Electronic signatures cannot be accepted

Student also needs to contact the following agencies regarding name change:

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

_____ FAFSA and Fed Loans: www.studentaid.gov (800)433.3243

_____ Social Security Administration: www.ssa.org 800.722.1213

FOR OFFICE USE ONLY:

Forms collected and verified by: _____

Graduation Application on File _____

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