

CURRENT INFORMATION

Name \_\_\_\_\_ ID No. \_\_\_\_\_
last first middle initial

Signature \_\_\_\_\_ Date \_\_\_\_\_

I am currently (check one) [ ] Student [ ] Employee [ ] Student and Employee Daytime Ph. # \_\_\_\_\_

I am an international student [ ] Yes [ ] No International Student and Scholar Services \_\_\_\_\_

UPDATE INFORMATION [ ] Name [ ] ID Number [ ] Address

Please change name from \_\_\_\_\_ to \_\_\_\_\_
last first middle last first middle

(Certified copy of an original marriage license, court decree, or a passport must be attached for name changes.)

Please change ID number from \_\_\_\_\_ to \_\_\_\_\_
Social Security number system-generated ID number

(Copy of photo ID must be attached for ID number changes.)

Please update the address(es) listed below:

PR PERMANENT HOME ADDRESS \_\_\_\_\_

Telephone Number \_\_\_\_\_

MA LOCAL ADDRESS \_\_\_\_\_

Telephone Number \_\_\_\_\_

BI BILLING ADDRESS \_\_\_\_\_

Telephone Number \_\_\_\_\_

HR HUMAN RESOURCES PAYCHECK/W-2 FORM ADDRESS \_\_\_\_\_

Telephone Number \_\_\_\_\_

- DISTRIBUTION: White - Registrar's Office (student 1st/employee 2nd) Human Resources Office (employee 1st/student 2nd)
Yellow - Registrar's Office (employee 1st/student 2nd) Human Resources Office (student 1st/employee 2nd)
Pink - Student's/Employee's Academic Unit/Office
Gold - Student/Employee

FOR OFFICE USE ONLY
HR Initiator Date REGS. Initiator Date