



**CURRENT INFORMATION**

NAME \_\_\_\_\_  
Last First Middle

ID NO. \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

I am currently (check one)  Student  Employee  Student and Employee DAYTIME PHONE NO. \_\_\_\_\_

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

**UPDATE INFORMATION**  Name  Address

Please change name from \_\_\_\_\_  
Last First Middle

to \_\_\_\_\_  
Last First Middle

**Certified copy of an original marriage license or court decree must be attached for name changes. Additional documentation may be requested.**

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 \_\_\_\_\_

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
HR Initiator Date REGS Initiator Date