



REQUEST TO CHANGE ADDRESS/NAME OR ADD A PREFERRED FIRST NAME

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 _____

UPDATE INFORMATION [] Add preferred first name*

The legal last name (surname) will remain unchanged and included with the preferred first name. Preferred first names are limited to alphabetical characters, a hyphen (-) and a space.

NAME _____
Preferred First Name to be added

*The university reserves the right to deny a preferred first name request if inappropriate in nature.

FOR OFFICE USE ONLY
HR Initiator Date REGS Initiator Date

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