



Student Information			
Name		Student ID Number	
Contact Phone	Contact E-Mail		
Student Signature			Date

Updates Requested	
<input type="checkbox"/>	Legal Name (See Documentation Requirements table) From: _____ To: _____
<input type="checkbox"/>	Social Security Number (SSN) (See Documentation Requirements table) From: _____ To: _____
<input type="checkbox"/>	Date of Birth (See Documentation Requirements table) From: _____ To: _____
<input type="checkbox"/>	Legal Sex (See Documentation Requirements table) From: _____ To: _____
<input type="checkbox"/>	Remove Confidentiality (Photo ID)
<input type="checkbox"/>	Citizenship (See Documentation Requirements table)

Documentation Requirements	
<p><i>In order process a record update, our office requires certain legal documentation reflecting your change/correction. Please see the table below for the required documentation for your specific request. A legal name change requires a document from Section A and a different document from Section B.</i></p>	
Social Security Number (SSN)	Date of Birth or Legal Sex (Provide one of the below)
<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate
Citizenship	
<input type="checkbox"/> US/Int'l Passport	<input type="checkbox"/> Naturalization Papers <input type="checkbox"/> Birth Certificate and Photo ID
Legal Name Change	
<p>Are you currently or have you been employed by Virginia Tech in the last 2 years (i.e. wage, work-study, salaried)? <input type="checkbox"/> Yes</p> <p><i>If you are currently or have been employed by Virginia Tech in the last 2 years, you must provide your corrected Social Security card before the name change can be processed. If this is not provided, the name change will not be processed.</i> <input type="checkbox"/> No</p>	
Section A	
<input type="checkbox"/> Driver's License	<input type="checkbox"/> US/Int'l Passport <input type="checkbox"/> Naturalization Papers <input type="checkbox"/> Other Legal Photo ID: _____
Section B	
<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Birth Certificate ¹ <input type="checkbox"/> Marriage Certificate ¹ <input type="checkbox"/> Divorce Decree ¹⁺⁺ <input type="checkbox"/> Court Order ¹
<input type="checkbox"/> Driver's License	<input type="checkbox"/> US/Int'l Passport <input type="checkbox"/> Naturalization Papers <input type="checkbox"/> Other Legal Photo ID: _____
¹ Certified Copy Acceptable ⁺⁺ Divorce Decree must state that you are restoring your maiden name.	

Administrative Use Only	
Approved and Processed by	Date