



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

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

**Documentation Requirements**

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.

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

Legal Name Change	
<p><b>Are you currently or have you been employed by Virginia Tech in the last 2 years (i.e. wage, work-study, salaried)?</b></p> <p>If you are currently or have been employed by Virginia Tech in the last 2 years, you must <b>provide</b> your <b>corrected Social Security card</b> before the name change can be processed. If this is not provided, the name change will not be processed.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section A</b>	
<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: _____	
<b>Section B</b>	
<input type="checkbox"/> Social Security Card <input type="checkbox"/> Birth Certificate <sup>1</sup> <input type="checkbox"/> Marriage Certificate <sup>1</sup> <input type="checkbox"/> Divorce Decree <sup>1**</sup> <input type="checkbox"/> Court Order <sup>1</sup>	
<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: _____	
<sup>1</sup> Certified Copy Acceptable <sup>**</sup> Divorce Decree must state that you are restoring your maiden name.	

Administrative Use Only		
Approved and Processed by		Date