PERSONAL INFORMATION CHANGE FORM **Registration & Records Office**

Current Student Information (Please Print) UTEP ID

Name _____ | 8 | | | | | | | |

First Middle Last

NAME CHANGE

This change requires:

Valid picture ID
- Driver License
- Permanent Resident card
- DD 2 (Active/Reserve/Dependant/Retired ID)
- U.S. Government-issued Passport

AND SUPPORTING DOCUMENTS FOR SPECIFIC REASONS BELOW **(✓ONE)**

- ☐ ***Marriage*** — Marriage License
- ☐ ***Divorce*** — Divorce Decree or other legal documents*
- ☐ ***Legal name change*** — Court Order or U.S. Government-issued Passport
- ☐ ***Misspelling*** — Legal documents* (or ID) with correct spelling
- ☐ ***Diploma*** — Legal documents* (or ID) with correct spelling (not for diacriticals, see below)

Change Student Name to (Please Print *FULL NAME, include suffix (Jr., Sr., etc.) if applicable*)

_____

Special Diacritical Markings for Diploma

The space above is also provided to allow you to specify any sort of authorized modification of the name provided. Authorized modification of your official name as it appears in the record is limited to accents (é, ñ, ö etc.) and/or the use of a middle initial in place of the full middle name.

CHANGE TO SOCIAL SECURITY NUMBER

This change requires original or certified copy of Social Security Administration card & Valid picture ID

Staff: Attach screen print of SPAIDEN with old SSN

BIRTH DATE CHANGE

This change requires a valid picture ID with birth date & ORIGINAL birth certificate

Staff: Attach screen print of SPAIDEN with old DOB

CHANGE OF GENDER

This change requires a legal court order and a valid photo with the correct gender. ☐ MALE ☐ FEMALE

RACE or ETHNICITY CHANGE (NO documents required)

(✓ANY APPLICABLE TO YOU)

RACE
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Other

(✓ONE)

ETHNICITY
- ☐ Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture regardless of race)
- ☐ NOT Hispanic or Latino

RESET FORM

CERTIFICATION: I hereby affirm that the information given above is legally true and correct. I understand that giving false information may make me ineligible for admission to the university or subject to dismissal. I understand that the information provided will be used internally for the purpose of updating my student records and for university business.

Student's Signature _____ *A photocopy of the supporting documents will be attached to this form.* Date _____

R&R (REV. 6/12) UTEPSoC (all)	Date Processed:	Processed by:

*Legal documents may include (and are not limited to): Birth certificate, marriage certificate/license, divorce decree, annulment, court order, adoption documents, or passport.

Collection of Personal Information Notice

With few exceptions, you are entitled on request to be informed about the information the University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have the University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that the University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Original – Registration & Records **Copy – Student**