Office of the Registrar
Personal Information Change Request Form

This form may be used to update personal information on your permanent student records. Please refer to the Student Address Change Form, available on the Registrar’s website http://registrar.eku.edu/forms to update your address information.

Are you a current EKU employee? If yes, then you must make changes to your personal information through the EKU Human Resources Office.

Please indicate below the update you are requesting; be sure to include the required documentation. The form and appropriate documents may be scanned and emailed to Registration@eku.edu. We cannot process any request where scanned items are not clearly readable. See below for list of approved supporting documentation.

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PLEASE PRINT******************************************************************************

Current Name: ________________________________________________________________

FIRST MIDDLE LAST

EKT ID NUMBER __________________________ PHONE ____________________________

EMAIL ____________________________ DATE ____________________________

STUDENT SIGNATURE _________________________________________________________

CHECK THE ITEMS YOU WISH TO CHANGE – VERIFYING DOCUMENTATION IS REQUIRED

☐ ADDRESS: The address you list below will be your: (check any and all that apply)
☐ Permanent address
☐ Mailing address
☐ Billing address
☐ I have applied to graduate: MAIL DIPLOMA HERE

New Address: ________________________________________________________________

____________________________________________________________

CITY STATE ZIP

☐ Permanent address
☐ Mailing address
☐ Billing address
☐ I have applied to graduate: MAIL DIPLOMA HERE

New Address: ________________________________________________________________

____________________________________________________________

CITY STATE ZIP

☐ DATE OF BIRTH (DOB)

Old DOB __________________________ New DOB __________________________
EMERGENCY CONTACT
Name: ____________________________________________________________________
Relation: _______________________________   ________________________
PHONE

GENDER
_______ Male   _______ Female

NAME: Please change my previous name, (see below, the name currently listed on my EKU academic records), to my current legal name, which is listed above. [Students who change their name must contact ITDS email support to change their EKU email name - you may go to Combs 207, or call 622-3000.]

1. Previous Name: ____________________________________________________________
   FIRST                                         MIDDLE (REQUIRED)                                         LAST
2. If you did not have an EKU ID at the time you were enrolled please include SSN: __________________________
3. Have you applied to graduate? Y / N   If Yes- then please go as soon as possible to the dean’s office of the college of your major. Inform your College Graduation Expert that you have requested this name change. You must verify with the dean’s office which name you wish to have printed on your diploma, as well as where to send your diploma. Completion of this form does not dictate which name will be printed on your diploma.

SOCIAL SECURITY NUMBER (SSN)
Old SSN ____________________                       New SSN _______________________

Below are items which will serve as satisfactory documentation

• Temporary or permanent Social Security card and government issued photo ID: may be used to change SSN or name.

• Passport or driver’s license: may be used to change name or DOB or gender identity.

• Birth certificate; or court order legalizing gender identity; or pre/post-operative documentation from a qualified health care provider; or letter from a mental health professional who is providing care, and which is written on letterhead with original signature; AND a government issued photo ID: may be used to change gender.

• Marriage certificate, divorce decree, or court order, and government issued photo ID: may be used to change name.

REG OFFICE USE: Processed by________________ Date: ____________________________
Documents presented:_________________________________________________