

# Student Update Form

Check information to be updated:

Name

SSN

Gender

Birthdate

Current Legal Name EWU ID, SSN, NET ID

Previous Name(s)

Birth Date Email Daytime Phone Number

Attendance Date(s)

Check all that apply  student  employee  alumni  other \_\_\_\_\_

Pen to Paper Signature Date

### Name Change/Correction

**Please provide one of the following documents:\***

or

**two of the following documents:**

**at least one must include a photo, birth date and your signature.**

- certified copy of a court order
- certified copy of a dissolution decree
- certified copy of a dissolution of domestic partnership
- copy of marriage certificate

\* if you provide a copy of your certified document (including faxed or emailed copies), please include a statement verifying it is a true certified copy.

- valid drivers license
- valid military ID
- student identification (other than ewu student id card)
- valid passport
- original copy of citizenship form that contains a signature and photograph
- a federally recognized Indian tribe's enrollment card or a United States Bureau of Indian Affairs Identification card
- business license
- birth certificate
- utility, telephone, water, medical or other bill that shows the new name

### Gender Change/Correction

Requested Change  male to female

female to male

Office Use Only

- banner
- hardcopy
- internal notifications sent
- national student clearinghouse updated
- document imaging updated
- notification to student

Signature

Date Changed