

## Name/Student Number Change Request Form

(Please Print)

Student Name: \_\_\_\_\_  
                                    First                                    Last

Student ID Number (SID): \_\_\_\_\_

**Name Change Request** (Please Print)

I request that my name be changed from :

\_\_\_\_\_   
                    First                    Middle                    Last                    (Maiden)

To:

\_\_\_\_\_   
                    First                    Middle                    Last                    (Maiden)

**Please attach a copy of your Marriage Certificate or other Legal Document to officially change your name. Name changes will not be processed without proof attached.**

**Please check this box if you would like your email changed to reflect your name change as well. If you select this box, then we will send a request to Information Resources (IR) to have them make the change to your email address. As soon as IR has made the change, they will contact you directly.**

**Replace (Assigned) Student Number with Social Security Number:**

I request that my SSN number replace the assigned student number:

SSN Number: \_\_\_\_\_

**Please attach a copy of your Social Security Card to officially change your number. Changes will not be made without proof attached.**

**I certify that the document provided as support for my request is a true copy of the original legal document.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

With few exceptions, you are entitled on your request to be informed about the information U.T. Southwestern collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Southwestern 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 U.T. Southwestern collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.