Salisbury UNIVERSITY

OFFICE OF THE REGISTRAR

Name, Social Security Number, Date of Birth Changes

The Salisbury University Registrar's office attempts to ensure that the information it maintains on past and present students is accurate and safeguarded from malice and/or fraud, committed by or against any individual. Except where name, social security, and date of birth changes are clearly the result of keypunch errors on the part of University personnel, the following documentation will be required and a copy kept on file with the Registrar's office indefinitely.

Name Changes: Copy of Birth Certificate, Driver's License, Social Security Card or other government issued identification. Name changes resulting from marriage, divorce or other legal actions require a copy of marriage certificate or other official court document authorizing the change.

Social Security Number Changes: Copy of Social Security Card.

Date of Birth Changes: Copy of Birth Certificate, Driver's License, or other government issued identification showing the correct date of birth.

PLEASE PRINT CLEARLY in BLUE OR BLACK INK ONLY!

Student ID#: _____

New or Correct Name: _____
First Middle Last Suffix

Incorrect Name: _____
First Middle Last Suffix

Correct SSN: _____ **Correct Date Of Birth:** _____

Incorrect SSN: _____ **Incorrect Date Of Birth:** _____

Home Address: _____
Number & Street or Post Office Box

_____
City State Zip Code

Home Phone#: _____ **Cell Phone#**: _____

Do you want us to update our records to reflect the above address & phone #'s? Yes No

Student Signature: _____ **Date:** _____