REQUEST FOR CHANGE OF RECORD

Please print clearly

INFORMATION TO BE CHANGED:

- ☐ Name Change
- ☐ Social Security Number Change
- ☐ Date of Birth Change
- ☐ Directory Information Release Change

OSU Student ID# _____ **Name.#** _____

NAME (Required): Indicate name CURRENTLY on OSU record

Last Name _____ **First Name** _____

Middle Name/Initial _____ **Suffix** _____ **Date of Birth (MM/DD/YYYY)** _____

NAME CHANGE:
(Indicate NEW name here)

New Last Name _____ **New First Name** _____

New Middle Name/Initial _____ **Suffix** _____

SOCIAL SECURITY NUMBER CHANGE:

CORRECT Social Security Number _____ **INCORRECT Social Security Number** _____

DATE OF BIRTH CHANGE:

CORRECT Date of Birth MM/DD/YYYY _____ **INCORRECT Date of Birth MM/DD/YYYY** _____

CHANGE TO DIRECTORY INFORMATION RELEASE:

Directory Information: Release Code (Y=Yes, N=No). For release of "Directory Information" to the public (see instructions below for important details).

☐ Y or N

CERTIFICATION: I affirm that the information provided on this form is complete and true. I understand that I am subject to The Ohio State University Code of Student Conduct and that furnishing false information on this form may result in cancellation of admission or registration, or both.

Legal Signature _____ **Date** _____

Documentation (see instructions below) must be provided for all name and SSN changes

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INSTRUCTIONS FOR REQUEST FOR CHANGE OF RECORD

Documentation Required for Name Changes:

Marriage - Copy of driver's license with new name, social security card with new name, or marriage certificate or license.
Divorce - Copy of Divorce Decree, court entry, or order of legal name change.
Legal Name Change - Court order of legal name change.
No documentation is required if going from middle initial to middle name or vice versa.

Documentation Required for Social Security Number Changes:

1. Copy of Social Security Card AND
2. Driver's License or other government issued picture ID.

Directory Information:

You have the option to determine whether or not "Directory Information" may be given to persons requesting this information or to be printed in the Student Directory. A "Y" means that you authorize release of directory information and an "N" means that you do not authorize the release of directory information. **Please Note:** If you ask for directory information to be withheld, it will be withheld from a variety of sources, including: **YOU- the student**, friends, relatives, prospective employers, honor societies and the news media.

Directory information includes the following: Name, local & home address and phone number, enrollment status, college of enrollment, major, campus attended, participation in officially recognized activities and sports, weight & height of members of athletic teams.

The following information is **always** considered releasable: e-mail address, previous dates of attendance, degrees and awards received (to include honors, majors, minors and specializations), previous education agencies or institutions attended.

Go to the Office of the University Registrar website at www.ureg.ohio-state.edu for more information on the Family Educational Rights and Privacy Act.