Former Student Request for Change of Record
(This form will not be accepted for current students)

Student Information

<table>
<thead>
<tr>
<th>Last Name (Currently on Record)</th>
<th>First Name (Currently on Record)</th>
<th>Middle Name / Initial (Currently on Record)</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio State ID</td>
<td>Ohio State Name.#</td>
<td>Date of Birth (MM/DD/YYYY) (Currently on Record)</td>
<td></td>
</tr>
</tbody>
</table>

Certification

☐ I have included all requested documentation.
☐ 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

Name Change

☐ Marriage Name Change  ☐ Divorce Name Change  ☐ Legal Name Change  ☐ First Name Change  ☐ Middle Name Change

Documentation Required for Name Changes:
Marriage – Copy of marriage certificate, marriage license, court entry, or valid U.S. passport*.
Divorce – Copy of Divorce Decree, court entry, order of legal name change, or valid U.S. passport*.
Legal Name Change – Court order of legal name change or valid U.S. passport*.
First Name Change (ex. From variation to legal name) – Copy of birth certificate or valid U.S. passport*.
Add or Change Middle Name/Initial – Copy of birth certificate or valid U.S. passport*.

NEW Last Name
NEW First Name
NEW Middle Name/Initial
Suffix

Social Security Number Change
Requests for changes to your Social Security Number must be returned in person. Please do not fax or email Social Security Number requests.

☐ Social Security Number Change

Documentation Required for Social Security Number Changes:
Copy of Social Security Card.

INCORRECT Social Security Number
CORRECT Social Security number

Date of Birth Change

☐ Date of Birth Change

Documentation Required for Date of Birth Changes:
Copy of birth certificate or valid U.S. passport*.

INCORRECT Date of Birth
(CORRECT Date of Birth
(MM/DD/YYYY)
(MM/DD/YYYY)

*If non-U.S. passport is provided, a copy of your U.S. visa document is also required.
Documentation must be in English or have a translation on the form.

Revised: 09/11/2017

To return this form:
Email to: registrar@osu.edu (Do not fax/email Social Security Number Changes)
Mail to: University Registrar, Attn: Academic Records, Room 540, 281 West Lane Avenue, Columbus, Ohio 43210