THE OHIO STATE UNIVERSITY

Enrollment Services
University Registrar

Request for Change of Record

Student Information

Last Name *(Currently on Record)* | First Name *(Currently on Record)* | Middle Name / Initial *(Currently on Record)* | Suffix

Ohio State ID | Ohio State Name.# | Date of Birth *(MM/DD/YYYY) (Currently on Record)*

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 *(MM/DD/YYYY)* | CORRECT Date of Birth *(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: 12/09/2014

To return this form:

Deliver in person to: Buckeye Link, 281 W. Lane Ave., Columbus OH 43210-1132
Fax to: 614-292-7199 | Email to: registrar@osu.edu (Do not fax/email Social Security Number Changes)