# Request for Change of Record

## 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></td>
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</tbody>
</table>

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