REQUEST FOR CHANGE OF RECORD

PLEASE SUBMIT COMPLETED FORM:
IN PERSON: 281 W Lane Ave, Columbus, OH 43210
BY EMAIL: registrar@osu.edu
BY FAX: 614-292-7199

INFORMATION TO BE CHANGED:

- ☐ Name Change
- ☐ Social Security Number Change
- ☐ Date of Birth Change

OSU Student ID#	Name.#	Date of Birth (MM/DD/YYYY)

NAME (Required): Indicate name CURRENTLY on OSU record

Last Name	First Name	Middle Name/Initial	Suffix

NAME CHANGE: (Indicate NEW name here)

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

SOCIAL SECURITY NUMBER CHANGE:

INCORRECT Social Security Number	CORRECT Social Security Number

DATE OF BIRTH CHANGE:

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

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, SSN, and date of birth changes.

INSTRUCTIONS FOR REQUEST FOR CHANGE OF RECORD

Documentation Required for Name Changes:

Marriage - Copy of driver's license and 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:

Copy of Social Security Card AND driver's license or other U.S. government issued picture ID.

Documentation Required for Date of Birth Changes:

Copy of driver's license or other U.S. government issued ID that includes date of birth.