



# DePaul University Personal Information Change Form

Please complete the following request to update your Personal Information with the University.

To view what is currently on file with the University, log into Campus Connection: Student Center > Personal Information.

<b>Student Information:</b> <i>This is what is currently in the system – not the change you are requesting.</i> (All fields in this section are required)		
Last Name (Currently in System)	First Name (Currently in System)	Middle Name (Currently in System)
DePaul Student #	E-Mail Address	International Student? (F-1 or J-1 Visa) <input type="checkbox"/> Yes <input type="checkbox"/> No

Please select the type of change needed and complete the related section with the detail of the request:

<input type="checkbox"/> <b>Change of Name:</b> (Enter new name or select No Change)	Documentation needed: 1) Driver's License, State ID or Passport and 2) Birth Certificate, Social Security Card or DePaul Id. In addition if this is a legal name change, submit a copy of a Marriage Certificate, Divorce Decree or Court Order. Passport is required for F-1 or J-1 international students.		
Last Name <input type="checkbox"/> No Change	First Name <input type="checkbox"/> No Change		
Middle Name <input type="checkbox"/> No Change	New Title/Prefix (if applicable)	New Suffix (if applicable)	

<input type="checkbox"/> <b>Change of Marital Status:</b>	Documentation required: 1) Marriage Certificate or Court Documents. 2) Driver's License, State ID or Passport Passport is required for F-1 or J-1 international students.		
Old/Incorrect Marital Status: (Currently in System)	New/Correct Marital Status:		

<input type="checkbox"/> <b>Change of Social Security Number (SSN):</b>	Documentation required: Social Security Card with Signature and Driver's License, State ID or Passport. Passport is required for F-1 or J-1 international students.		
Old/Incorrect SSN: (Currently in System) ____ - ____ - _____	New/Correct SSN: ____ - ____ - _____		

<input type="checkbox"/> <b>Change of Gender:</b>	Documentation required: 2 of the following: Driver's License, State ID, Passport, Birth Certificate, or a copy of a Court Order. Passport is required for F-1 or J-1 international students.		
Old/Incorrect Gender: (Currently in System) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Undefined	New/Correct Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Wish not to disclose.		

<input type="checkbox"/> <b>Update of Date of Birth:</b>	Documentation required: 2 of the following: Birth Certificate, Passport, Driver's License, State Id, DePaul Id. Passport is required for F-1 or J-1 international students.		
Old/Incorrect Date of Birth: (Currently in System) ____/____/____ MM DD YYYY	New/Correct Date of Birth: ____/____/____ MM DD YYYY		

**Attach all required supporting documentation** (Request will not be processed without correct documentation)

I authorize DePaul University to update my personal information per this request and to correspond with me if necessary at the above listed personal contact information. I verify that all documentation and identification presented is current and accurate. I also understand that I am subject to the repercussions of falsifying information outlined in the DePaul University Code of Student Responsibility.

Student Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this completed/signed form AND supporting documentation to:

Fax:  
Fax: (312) 362-5143

In Person:  
DePaul Central – Lincoln Park, SAC 101  
DePaul Central – Loop, DePaul Center 9<sup>th</sup> floor

Mail:  
DePaul University  
Attn: Student Records  
1 E. Jackson  
Chicago, IL 60604

For information on changing Race/Ethnicity, Marital Status, Citizenship or for more information in general, please visit our website at: <http://sr.depaul.edu>