



# Change of Personal Information

Dixie State University · Registrar's Office · 225 S 700 E · Saint George UT · 84770 · 435-652-7708 · 435-879-4005 fax

### Instructions

- All requests require the student's signature and photo identification. Some requests require additional documentation (See Required Documentation).
- Submit this form along with the required documentation in person, via US mail, or via fax.
- Please Note: Individuals who are currently employed by Dixie State University must request these changes through Human Resources.

### Current Information (Please Print)

Student ID Number \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle \_\_\_\_\_

### Required Documentation: All Require Photo Identification

#### NAME CHANGE:

Social Security Card

#### SOCIAL SECURITY NUMBER:

Social Security Card

#### DATE OF BIRTH:

Driver's License  
Birth Certificate or  
Passport or  
Permanent Visa

#### GENDER CHANGE:

Court Order or  
Driver's License

### PLEASE CHECK THE BOX(ES) YOU ARE REQUESTING TO CHANGE.

Name Change

Social Security Number Change

Date of Birth Change

Gender Change

Male

Female

Last Name \_\_\_\_\_

Old or Incorrect number \_\_\_\_\_

Old or Incorrect DOB \_\_\_\_\_

Old Gender \_\_\_\_\_

First Name \_\_\_\_\_

New or Correct Number \_\_\_\_\_

New or Correct DOB \_\_\_\_\_

Male

Female

New Gender \_\_\_\_\_

Middle \_\_\_\_\_

I certify that I am responsible for any changes made to my personal information record. I also understand that any changes may cause complications if transcript orders or other information requests are submitted to, or data provided by, the university under former personal information.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### FOR REGISTRAR'S OFFICE ONLY

Entered \_\_\_\_\_

Photo Identification \_\_\_\_\_

Documentation \_\_\_\_\_

Diploma Name Only \_\_\_\_\_

Verified \_\_\_\_\_