

## CHANGE OF PERSONAL INFORMATION

Date \_\_\_\_\_

Please print current name \_\_\_\_\_  
Last First Middle

NUID \_\_\_\_\_ Current Phone Number or Email \_\_\_\_\_

To process your request more efficiently, please check here if you have ever been employed within the NU system as a full-time, part-time or temporary employee, Graduate Assistant, Teaching Assistant, student worker or work study.

Please note: If you have been employed within the NU System as Staff, please present a Social Security Card to **both** UNMC Human Resources AND the Office of Academic Records to ensure records are properly updated.

### SELECT CHANGES BELOW AND ATTACH COPIES OF REQUIRED DOCUMENTATION

Change my primary name to:

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Suffix: \_\_\_\_\_  
(DOCUMENTATION REQUIRED: Valid Driver's License, Marriage License, Court Order, or Social Security Card - all in new name)

Change my date of birth to: \_\_\_\_\_ (DOCUMENTATION REQUIRED: Birth certificate)

Change my Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (DOCUMENTATION REQUIRED: Social Security Card)

Change my Social Security Number to an ITIN (Individual Taxpayer Identification Number) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(DOCUMENTATION REQUIRED: ITIN Card)

Change my Legal Sex to:  Female  Male

(DOCUMENTATION REQUIRED: Valid Driver's License or Passport, Court Order, Copy of Certification of Sex Reassignment DMV form, or Birth Certificate - with new legal sex)

I certify that the above change is correct and have attached the supporting legal documentation of the correction(s) above. I hereby authorize that my information above be changed on all current and subsequent entries to my permanent records at the University of Nebraska Medical Center.

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

Date \_\_\_\_\_

**YOU MUST ATTACH A COPY OF YOUR LEGAL DOCUMENTATION TO THIS FORM.**

This paperwork can be scanned and emailed to: [academicrecords@unmc.edu](mailto:academicrecords@unmc.edu), mailed, faxed, or hand delivered to the Academic Records Office during office hours (Monday-Friday 8am to 4:30pm CST).

UNMC-Academic Records  
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984230 Nebraska Medical Center  
Omaha, NE 68198-4230