Student Change of Information Form

FULL NAME: ____________________________ YSU ID or SSN: ____________________________
(First, Middle, Last)

To request that your academic record be changed:

- Complete only the items you are requesting to change
- Provide a valid State or Federal issued photo ID (i.e. driver’s license or passport)
- Attach legal document(s) supporting the change(s) when necessary

Completed form can be faxed (330-941-1408), mailed, or submitted in person to the Penguin Service Center, second floor Meshel Hall.

I WOULD LIKE TO:

☐ Change my ADDRESS and/or PHONE NUMBER to now appear on record as:

PERMANENT ADDRESS:

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State, Zip Code</td>
<td>City, State, Zip Code</td>
</tr>
</tbody>
</table>

☐ Change my NAME to now appear on record as:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

One of the following documents must be attached to process change:

- ☐ Court Order
- ☐ Birth Certificate
- ☐ Marriage License
- ☐ Divorce Decree

Optional: Preferred name will appear in place of legal name on MyYSUPortal, Blackboard, and Starfish. No documentation required.

Preferred First Name

☐ Change my GENDER to now appear on record as:

- ☐ MALE
- ☐ FEMALE

One of the following documents must be attached to process change:

- ☐ Court order or birth certificate legalizing the change
- ☐ Letter of Support from qualified mental health professional
- ☐ Bureau of Motor Vehicles Declaration of Gender Change
- ☐ Pre- or post-operative documentation from qualified health care provider

I affirm that the information provided on this form is complete and true. I hereby authorize Youngstown State University to update the above changes to my record.

Student Signature: ____________________________ Date: ____________________________

For Office Use Only:

[ ] Changed in Banner
[ ] Scanned to Banner via BDMS

Documentation Attached:

[ ] Copy of valid photo ID
[ ] Copy of legal document(s) supporting the change(s) when necessary

Processed by: _________
Date: ________________

Rev. 5/2/18