Student Change of Information Form

FULL NAME: _______________________________________________  YSU ID: ______________________

(First, Middle, Last)

or LAST 4 OF SSN: __________________

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 and required documentation can be faxed (330-941-3154), mailed, emailed to onestop@ysu.edu, 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: __________________________________________

MAILING ADDRESS: __________________________________________

Street Address
City, State, Zip Code
Permanent Phone Number

☐ Change my NAME to now appear on record as:

First Name                                                Middle Name/Initial
Last Name

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

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

Preferred First Name: If you wish to change your preferred first name, you can do this in the Penguin Portal under the e-Services for Students section. Select “Access My Student Information,” then select the Personal Information tab, then select “View/Update Personal Information.”

*Preferred name will appear in place of legal name on Penguin Portal, Blackboard, and CRM Advise. No documentation required.*

☐ Change my LEGAL SEX 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 (Gender Change, SPAIDEN - More Information)
[ ] 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. 11/2/22