



Student Change of Information Form

FULL NAME: \_\_\_\_\_ YSU ID: \_\_\_\_\_
or LAST 4 OF 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 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: (if different than permanent address)
Street Address Street Address
City, State, Zip Code 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.

\*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

Rev. 11/2/22

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_