



Change of Personal Information

Current Last Name:	Current First Name:	UPSID:
Telephone Number(s):	Email Address:	

Enter the **new** information for the change request(s) below.

New Name

Legal* Chosen/Preferred

Last Name

First Name

Middle Name

**Documentation is required for legal name changes. Acceptable documents include: driver's license, state or federal identification card, Social Security card, passport, court order, marriage license, or dissolution decree.*

Gender

Male Female

Due to software limitations, you can only select male or female. We are working with our vendor to expand options in the future.

Address

Home/Permanent Off-Campus/Local Mailing

Street Address

City: _____ State: _____ Zip: _____

Phone Number

Home Cell

Personal Email Address

Official correspondence will still be sent to your Puget Sound email account. To make changes to your Puget Sound email, please contact Technology Services at 253.879.8585, servicedesk@pugetsound.edu, or in person on the lower level of Collins Library.

I authorize the changes be made to my academic record as specified above.

Student Signature: _____ Date: _____

Handwritten signature may be omitted ONLY if form is submitted via an active Puget Sound email address; otherwise please print and sign.

Submit completed form to registrar@pugetsound.edu or Office of the Registrar, Jones Hall Rm 013.
Questions? 253.879.3217