



Biographical Changes Request:

Legal Name, Race, Social Security Number, Legal Sex, Name-in-Use

In-person requests require this form with all **original** documents required. Mailed requests require **notarized** copies of your documents to be sent to the address above. ****NOTE: Forms are not accepted by fax or e-mail.****

Name (as it currently appears in OSU's system) _____

OSU ID# _____ **Email address** _____

Carefully read all information and list of required documents following this form.

Previous Information:

Only fill out applicable information for changes requested.

Last Name _____

First Name _____

Middle _____

Social Security Number _____

Legal Sex: Male Female Prefer not to answer

Are you Hispanic or Latino? Yes No

RACE

What is your race (choose one or more)?

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Racial or ethnic subgroup: _____

Name-in-Use: _____
(first name only)

New Information:

Only fill out applicable information for changes requested.

Last Name _____

First Name _____

Middle _____

Social Security Number _____

Legal Sex: Male Female Prefer not to answer

Are you Hispanic or Latino? Yes No

RACE

What is your race (choose one or more)?

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Racial or ethnic subgroup: _____

Name-in-Use: _____
(first name only)

* Please check this box if you are filing a name change to align with your gender identity. This information will be used to provide a fee waiver for a new OSU ID card.*

By signing below, I request that OSU change my student records to match the new information listed above. I have included all required documents to support this change. I further state that my changes are not for fraudulent purposes or the avoidance of creditors.

Student Signature: _____ Date: _____

This form is for students (past & current) who are not employed by OSU. OSU employees must contact Human Resources to make biographical changes.



Required Documents and Information

LEGAL NAME CHANGE - Provide us with:

- Current students:** Your current OSU ID card. *If you are an Ecampus student without an OSU ID, please send a notarized copy of your current government issued photo ID.*
- Former students:** Your current government-issued identification document with photo and full legal name and signature. If sending via mail, include a notarized copy of your identification document.

AND

Copy of an official document indicating a change from your **FORMER** to your **CURRENT** name. The **FORMER** name on your OSU records must match the former name on this document. Examples include:

- Certified copy of an official government-issued marriage certificate
- Naturalization papers
- Legal name change decree – US city, county, or state court issued
- Adoption decree – US city, county, or state court issued
- Divorce decree – US city, county, or state court issued

LEGAL SEX CHANGE – Provide us with:

- Original or notarized copies of court documentation of legal sex change and photo identification.

If you have questions, please call the Office of the Registrar at 541-737-4331.

Please read legal name changes at <http://registrar.oregonstate.edu/biographical-information-change-requests>

SOCIAL SECURITY NUMBER CHANGE - Provide us with:

- A copy of the new Social Security card with the new number and a photo ID.
- If mailing in your request, notarize this form requesting the Social Security number change and include a notarized copy of the new card and photo identification. Our office destroys copies of Social Security cards upon receipt and verification.

Please read about Social Security changes at <http://registrar.oregonstate.edu/biographical-information-change-requests>

NAME-IN-USE CHANGE REQUEST:

Students wishing to change their **first name** without legal documentation may do so by including their name in the ‘name-in-use’ box in the New Information box on page 1 of this document. ****Please note that these changes will not automatically update in Student Health Service’s system. If you would like your name-in-use to appear at SHS, please contact Martha.Adams@oregonstate.edu**

Please read about non-legal name changes at <http://registrar.oregonstate.edu/biographical-information-change-requests>