



## Official Data Update Form

Name: \_\_\_\_\_

First

Middle

Last

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:** Students should update their Demographic Data (Address Change) in their Student Service Center  
 Student Workers must submit changes to Gateway's Human Resource Dept.

	Change From	Change To
Primary Name * (legal name)		
Preferred Name		
Address (include city, state, zip)		
Primary Phone Number		
Social Security Number + <small>(Requires Photo ID &amp; documentation)</small>		
Date of Birth ** <small>(Requires Photo ID and documentation)</small>		

Submit the following documentation with this Form:

**\* Name Change** – copy of Marriage Certificate, Court Documentation or a valid Driver's License / State ID

**\*\* Date of Birth Change** - valid Driver's License / State ID for Date of Birth Verification or Birth Certificate

**+ Social Security Change** - copies of the Original Social Security Card and valid Driver's License/State ID

For office use- Updated by: \_\_\_\_\_ date: \_\_\_\_\_

6/2020