



Record Update Change 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		
Social Security Number + <small>(Requires Photo ID & 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: _____