CHANGE OF NAME, ADDRESS, & SSN UPDATE

Name

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Change of Name
Directions: Please complete this portion if you have completed a legal name change. Attach a copy of the required document(s) reflecting the change of name and indicate by marking the appropriate box below. PLEASE PRINT CLEARLY. Current University employees whom are also students must contact Human Resources on MMC, in PC 224, (305) 348-2181.

Reason for Change:

- Marriage [ ] Required: Marriage Certificate AND a valid State Issued I.D. showing name change. The name assigned to both documents must match.
- Divorce [ ] Required: Legal document restoring Maiden Name AND a valid State Issued I.D. showing name change. The name assigned to both documents must match.
- Legal [ ] Required: (Naturalization Certificate or Court document with new name) AND a valid State Issued I.D. showing name change. The name assigned to both documents must match.
- Misspelling [ ] Required: (Provide one of the following documents): Passport, Naturalization Certificate, Birth Certificate, signed Social Security Card, valid State Issued I.D., or Military I.D.
- Other [ ] Required: Passport, Naturalization Certificate, Birth Certificate, OR (signed Social Security Card AND a valid State Issued I.D. or Military I.D.) The name assigned to the Social Security Card must match the name that appears on your State Issued I.D.

First

M.I.

Last

Your middle name is NOT reflected on your transcripts. It will appear on your enrollment verifications and diplomas.

Change of Address
Directions: Please complete this form if you want to change your permanent address.

Old Address: ________________________________ New Address: ________________________________

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Please check which addresses you are updating: ___ Permanent Only ___ All Addresses (This will also update your home address where diplomas are sent.)

SSN Update
Directions: Please complete this form if you want to update your Social Security Number. Attach the signed social security card number along with picture ID. **Note:** Unsigned SSN cards will not be processed.

Social Security Number

Student Signature __________________________________________ Date _______________________

SUBMISSION INSTRUCTIONS

1) Login to your my.fiu.edu account
2) Click on Upload My Documents
3) Select REGISTRATION from the drop-down menu
4) Select CHANGE OF NAME/ADDRESS from the drop-down menu
5) Submit