

Name

Last	First	Panther ID
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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: \_\_\_\_\_  
 \_\_\_\_\_

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) Log in to your my.fiu.edu account
- 2) Click on the Student Tools tile
- 3) Click on the Document Upload tile
- 4) Select REGISTRATION from the drop-down menu
- 5) Select CHANGE OF NAME/ADDRESS from the drop-down menu
- 6) Submit