CHANGE OF NAME, ADDRESS, & SSN UPDATE

SUBMISSION INSTRUCTIONS

1. Login to your my.fiu.edu account
2. Click on the Student Tools tile
3. Click on the Document Upload tile
4. Select **REGISTRATION, CHANGE OF NAME/ADDRESS** from the drop-down menu
5. Attach form and any supporting documentation
6. Submit

Name

<table>
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<tr>
<th>Last</th>
<th>First</th>
<th>Panther ID</th>
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Change of Name

**Directions:** Please complete this portion if you have legally changed your name. Attach a copy of the legal document reflecting the change of name and indicate by marking the appropriate box below. PLEASE PRINT CLEARLY. All University employees (past or present) should also submit a change of name request to the Human Resources Department in PC 224, (305) 348-2181.

**Reason for Change:**

- [ ] Marriage (Marriage Certificate with a State Issued I.D. showing Name Change)
- [ ] Divorce (Legal document restoring Maiden Name)
- [ ] Legal Name Change (Court document with New Name)
- [ ] Misspelling (Passport, Naturalization Certificate, Birth Certificate, OR Social Security Card with State Issued I.D. or Military I.D.)
- [ ] Other (Passport, Naturalization Certificate, Birth Certificate, OR Social Security Card with State Issued I.D. or Military I.D.)

Old Address: ______________________________________________________________
New Address: ______________________________________________________________

Please check which addresses you are updating:    __________ Permanent Only  __________ All Addresses

Change of Address

**Directions:** Please complete this form if you want to change your permanent address. Provide a picture ID or a copy of the legal document reflecting the current address for verification purposes.

Old Address: ______________________________________________________________
New Address: ______________________________________________________________

Please check which addresses you are updating:    __________ Permanent Only  __________ All Addresses

SSN Update

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

Social Security Number

Student Signature ___________________________________________ Date __________________________