

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 who 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.

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First M.I.

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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/ITIN Update

Directions: Please complete this form if you want to update your Social Security Number or ITIN tax identification number. Attach the **signed** social security card or Form W-9s along with picture ID. **Note:** Unsigned SSN cards will not be processed.

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Social Security Number/ ITIN 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