

Name

Last	First	Panther ID
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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.)

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First M.I.

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Last

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 number along with picture ID. **Note:** Unsigned SSN cards will not be processed.

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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