



Personal Data Change Form

Instructions: To request changes, submit your current student record information along with legal proof (e.g., name, SSN/ITIN, or birth date) of any requested change. Include front and back copies of all documents. This is a fillable form, we recommend typing your responses. **Turn in the completed form and documentation to Registration and Academic Records, 132 Wigley Administration, Mankato, MN 56001, or email [Registration and Academic Records \(registrars-office@mnsu.edu\)](mailto:registrars-office@mnsu.edu).**

Identity Verification is required in person or via Zoom prior to processing. You will have to present a valid, physical government-issued photo ID (e.g., driver's license or passport) in person or during a scheduled Zoom appointment. Digital copies, screenshots, or photocopies are not accepted during the verification.

Current Student Information

Last Name: _____ First Name: _____ Middle Name: _____

Tech or Star ID: _____ Birth Date: _____ Phone Number: _____

Personal Email: _____ Signature: _____

☐ Do you receive financial aid?

☐ Are you an international student on an F-1 or J-1 Visa?

Name Change

Previous Last: _____ First: _____ Middle: _____

Maiden: _____

Current Last: _____ First: _____ Middle: _____

Marital Status (check one): ☐ Single ☐ Married ☐ Divorced ☐ Widowed

Gender (optional, unless updated): ☐ Male ☐ Female ☐ Other

Documentation Required for Name Change- Examples of legal documentation: Valid (not expired), government-issued photo ID, driver's license, current passport, birth certificate, marriage certificate, court order, naturalization document, divorce decree (please include only pages indicating name change). *If you receive financial aid, you must also include a copy of the front and back of your signed Social Security Card.*

Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) Change

Previous SSN/ITIN (if applicable): _____ New SSN/ITIN: _____

Documentation Required for SSN/ITIN Change- Requires a copy of the front and back of your signed Social Security Card or ITIN Card and a copy of the front and back of a valid (not expired), government-issued photo ID.

Date of Birth Change

Add Date of Birth: _____

Change Date of Birth From: _____ Change Date of Birth To: _____

Documentation Required for a Date of Birth Change- Include a copy of the front and back of a government-issued photo ID with your birth date or birth certificate.

Personal Email Address Change

Change Personal Email To: _____