

This form is to be used to correct or change your personal information on your Radford University records. Carefully read the instructions and information regarding documentary evidence below.

## INSTRUCTIONS:

All students are required to complete

For a correction or change of name complete

For a correction of date of birth details complete

For a correction or change of gender complete

For a correction or change of Social Security Number

Sign and return to the Registrar's Office with documentary evidence as described below.

You MUST attach documentary evidence supporting your request.

If you are applying for a full name change after legally changing your name OR after marriage or divorce, evidence must be:

Government Issued Photo ID along with: Marriage License, or Divorce Decree, or