



Change of Personal Information

Last Name:	First Name:	UPSID:
Telephone Number(s):	Email Address:	

Check the appropriate section(s) and enter the new information for the change request(s) below.

Name

- Legal* Chosen/Preferred

Last Name	First Name	Middle Name
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**Documentation is required for legal name changes. Acceptable documents include: driver's license, state or federal identification card, Social Security card, passport, court order, marriage license, or dissolution decree.*

Gender

- Male Female

Due to software limitations, you can only select male or female. We are working with our vendor to expand options in the future.

Address

- Home/Permanent Off-Campus/Local Mailing

 City: _____ State: _____ Zip: _____

Phone Number

- Home Cell

Personal Email Address

Official correspondence will still be sent to your Puget Sound email account. To make changes to your Puget Sound email, please contact Technology Services at 253.879.8585, servicedesk@pugetsound.edu, or in person on the lower level of Collins Library.

I authorize the changes be made to my academic record as specified above.

Student Signature: _____ Date: _____

Office Use Only

Processed: _____

Revised 10/2017