



**SECTION 2: TYPE OF PERSONAL INFORMATION CHANGE**

Legal Name Change     Correction of University Records     Change of Gender     Social Security Number Change

**SECTION 3: CORRECTION OR CHANGE OF NAME**

Previous / Incorrect Name: \_\_\_\_\_  
(First) (Middle) (Last)

New / Correct Name: \_\_\_\_\_  
(First) (Middle) (Last)

Request Username Change:     Yes\*     No

\*Username change requests will be forwarded to Identity Management in the Division of Information Technology. Their office will be in contact with you to coordinate this change.

**SECTION 4: CORRECTION OF DATE OF BIRTH**

If your date of birth has been incorrectly recorded on Radford University records please indicate your correct date of birth below:

DATE OF BIRTH:    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (MM/DD/YY)

**SECTION 5: CORRECTION OR CHANGE OF GENDER**

If you have changed your gender or your gender has been incorrectly recorded on Radford University records please indicate your gender below:

GENDER:     MALE     FEMALE

**SECTION 6: CORRECTION OF OR CHANGE OF SOCIAL SECURITY NUMBER**

If your Social Security Number has changed or has been incorrectly recorded on Radford University records please indicate your correct Social Security Number below:

SOCIAL SECUTIRY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**DECLARATION**

I certify that all information, including documentary evidence is correct.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_