Request for Change of Record

Student Information

Last Name (Currently on Record)  First Name (Currently on Record)  Middle Name / Initial (Currently on Record)  Suffix
Ohio State ID  Ohio State Name.#  Date of Birth (MM/DD/YYYY) (Currently on Record)

Certification

☐ I have included all requested documentation.
☐ I affirm that the information provided on this form is complete and true.
☐ I understand that I am subject to The Ohio State University Code of Student Conduct and that furnishing false information on this form may result in cancellation of admission or registration, or both.

Legal Signature  Date

Name Change

☐ Marriage Name Change  ☐ Divorce Name Change  ☐ Legal Name Change  ☐ First Name Change  ☐ Middle Name Change

Documentation Required for Name Changes:
Marriage – Copy of marriage certificate, marriage license, court entry, or valid U.S. passport*.
Divorce – Copy of Divorce Decree, court entry, order of legal name change, or valid U.S. passport*.
Legal Name Change – Court order of legal name change or valid U.S. passport*.
First Name Change (ex. From variation to legal name) – Copy of birth certificate or valid U.S. passport*.
Add or Change Middle Name/Initial – Copy of birth certificate or valid U.S. passport*.

NEW Last Name  NEW First Name  NEW Middle Name/Initial  Suffix

Social Security Number Change

Requests for changes to your Social Security Number must be returned in person. Please do not fax or email Social Security Number requests.

☐ Social Security Number Change

Documentation Required for Social Security Number Changes:
Copy of Social Security Card.

INCORRECT Social Security Number  CORRECT Social Security number

Date of Birth Change

☐ Date of Birth Change

Documentation Required for Date of Birth Changes:
Copy of birth certificate or valid U.S. passport*.

INCORRECT Date of Birth (MM/DD/YYYY)  CORRECT Date of Birth (MM/DD/YYYY)

*If non-U.S. passport is provided, a copy of your U.S. visa document is also required.
Documentation must be in English or have a translation on the form.

Revised: 12/09/2014

To return this form:
Deliver in person to: Student Service Center, 281 W. Lane Ave., Columbus OH 43210-1132
Fax to: 614-292-7199  Email to: registrar@osu.edu (Do not fax/email Social Security Number Changes)