Change of Student Data

- Read carefully. After entering "Student Information" in the first block, only complete the appropriate area to request changes.
- Type or print clearly in dark ink.
- FSW employees also must contact Human Resources for a name change, an address change, or SSN changes.

FLORIDA SOUTHWESTERN STATE COLLEGE
OFFICE OF THE REGISTRAR

Student Information

Student's Current First Name and Last Name _____

Student ID Number _____

Name Change/Correction

Students must present a valid, government-issued photo ID, and marriage license, or court order reflecting the correct name.

Change First Name to: _____

Change Middle Name to: _____

Change Last Name to: _____

Address Change/Correction

Note: P.O. Box Numbers are not permitted for Permanent Addresses.

☐ *Update Permanent Address* ☐ *Update Mailing Address*

Street Address: _____

Apartment or Unit Number: _____

City, State, ZIP: _____

Emergency Contact Change/Correction

Name of Emergency Contact: _____

Phone Number of Emergency Contact: _____

Date of Birth Change/Correction

Students must present a valid, government-issued photo ID reflecting the correct date of birth.

Change DOB to: _____ _____ _____

Month *Day/Date* *Year*

Social Security Number Change/Correction

Students must present a valid Social Security card reflecting the correct SSN.

Change SSN to: _____

Gender Change/Correction

Students must present a valid, government-issued photo ID reflecting the gender.

☐ *Update to Male* ☐ *Update to Female* ☐ *Update to Other*

Phone Number Change/Correction

☐ *Cell* ☐ *Work* ☐ *Permanent*

Change Phone Number to: _____

Student's Signature _____

Date _____

OFFICE OF THE REGISTRAR (To be completed by Office of the Registrar staff.)

☐ *Student's ID checked.*

Initialed / Processed by: _____

Date Processed _____

Revised: 8/2023; 5/2024