Change in Student Identification: Overview

This form is for students who wish to change their name or Social Security number as recorded on their student record. Employees and student employees should contact Human Resources at 215.895.2850 regarding a change in name.

Please note that the name on your student record will not be changed if you are no longer an active student at Drexel University. University policy requires us to maintain the information as it was stated on your educational record while you attended Drexel University.

The name entered on your record will appear on all University documents released from the University (transcripts, diploma, certifications, etc.). Please ensure that your name is correctly represented by supporting documentation listed in the Instructions section below. Students with questions related to gender/name identification should directly contact the Office of the University Registrar at 215.895.1050 or by email at uc-academic-records@drexel.edu.

Please complete all sections of the form and submit to Drexel Central along with the required documentation. Documentation required is specific to the request you are making. All documentation must be clear and legible.

Instructions

Name Change Requests or Correcting Name in the Student System

Two forms of identification indicating your updated/correct name are required:

- A copy of your Social Security card.
- A copy of a government-issued identification card (license, passport, or student visa).

In certain name change requests, other specific documentation is required:

- If you legally changed your name, please provide a government-issued document evidencing the change.
- If you have become a U.S. Citizen and you changed your name, please provide a U.S. naturalization document evidencing the name change.
- If you were married, please provide a marriage certificate evidencing the name change.
- If you were divorced, please provide a divorce decree evidencing the name change.

Social Security Number Change Requests

Two forms of identification are required for a change to your Social Security number:

- A copy of your Social Security card with your updated number on the card.
- A copy of a government-issued identification card (license, passport, or student visa).

Citizenship Change Requests

- If you have become a U.S. Citizen and have not changed your name, please provide a U.S. naturalization document evidencing your citizenship change.
- If you have become a resident alien of the United States, please provide a government-issued document evidencing that change.
- If you have become a non-U.S. Citizen, please provide an official passport evidencing your updated citizenship.

In all cases of citizenship changes, the Office of International Students and Scholars will need to be notified of your official status change.
Change in Student Identification Form

First Name __________________________________________ Last Name ________________________________________

University ID ___________________________________________ Drexel Email _________________________________

Have you applied for your degree:  _______ Yes _______ No

Name Change Requests

Title ______  First Name ______________________________   Middle Initial _____  Last Name _____________________________

Family Rank (Jr., Sr., III) __________________________________________

Social Security Number Change Requests

New Social Security Number _____________________________

Citizenship Change Requests

______ U.S. Citizen  ______ Resident Alien  ______ Non-U.S. Citizen

Signature

By signing below, you authorize Drexel University to make changes to your identification information on your student record and that the information you have indicated regarding your name, Social Security number, and/or citizenship status is accurate.

Student Signature ___________________________________________ Date _______________