Office of the University Registrar

Registrar Use Only:

_____ _____
Date *Processed by*

Change in Student Name or Social Security Number Form

** All employees and student employees must contact HRIS@drexel.edu regarding a change in name.*

*Please note that official legal documentation is **required** for all Name/Social Security number changes. Please see page 2 for specific requirements.*

Section I – To be completed in full

Name _____ _____ _____
Last *First* *Middle Initial*

University ID Number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ *Have you applied for your degree?* ☐ *Yes* ☐ *No*

Section II – Complete this section only if requesting a correction or change in *name*.

Title _____ First Name _____ Middle Name/Initial _____

Last Name _____ Family Rank (Jr., Sr., III) _____

Section III – Complete this section only if requesting a correction or change in Social Security Number.

New Social Security Number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Section IV – Please authorize your request

_____ _____
Signature of Student *Date*

Office of the University Registrar
3141 Chestnut Street, Curtis 261
Philadelphia, PA 19104
Fax: 215-895-0540

Updated 9/26/2011

Office of the University Registrar

Rule Set:

Change in Student Name or Social Security Number Form

*Please note that the name on your 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.

Required Documentation for Name Changes

All name changes require the following two forms of identification:

- A clear copy of your Social Security card evidencing the name change
- A clear copy of a government-issued identification card (license, passport, or student visa)

For the following circumstances, please submit the two forms of identification above and the following:

- If you legally changed your name, please provide a government issued document evidencing the name change
- If you have a become a US citizen and you changed your name, please provide a US 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

Required Documentation for Social Security Number Change

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

If you have any questions, please email UC-Academic-Records@drexel.edu.

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