

CHANGE OF BIOGRAPHIC-DEMOGRAPHIC INFORMATION
(Official Record)



Office of Student Affairs P.O. Box 016960 Ph: 305-243-2003
(R-128) Fax: 305-243-8389
Miami, FL 33101

CURRENT NAME OF OFFICIAL RECORD
Last Name: _____ First Name: _____ Middle Name: _____
UM ID or EMPL ID: _____ Date of Birth: ____/____/____
Please Check here if you have graduated or are about to graduate.
Are you an International Student? NO YES. *(If yes, you MUST obtain a signature as requested below.)*

NAME CHANGE: Acceptable documents include marriage license, if it indicates married name, divorce document if it indicates change of name, naturalization papers, passport, or court order. (Documents verifying a name change must be original, legal documents or certified copies. For example, to change a married name back to a maiden name, divorce document or court order required.)
Last Name: _____ First Name: _____ Middle Name: _____
This chance was by means of Married Divorced Other

INTERNATIONAL STUDENTS: Students who are **changing the name on the official record**, in addition to providing legal documentation, **MUST** obtain a signature from an International Student and Scholar Services (ISSS) Advisor authorizing the name change. ISSS is located in Building 21, Room F, 3rd Floor.
Signature of ISSS Advisor: _____ Date: _____

SOCIAL SECURITY CHANGE: Acceptable documents include new social security card and a valid driver's license or passport. A letter from the Social Security Office is also acceptable until the original card is available. The name on the University's record must match that on the social security card. A photo ID (Passport or Driver's License) must accompany the SIGNED social security card. The name on the social security card must match the name on the passport or driver's license.)
GENDER CHANGE: Acceptable documents include driver's license OR original/certified copy of court order and a photo I.D. (The Office of the Registrar follows the individual state policies listed on the National Center for Transgender Equality Website (http://transequality.org/Resources/DL/DL_policies_text.html)). If the state issuing the presented driver's license is not listed on this site, your request may require further review.
CITIZENSHIP CHANGE: Acceptable documents include resident card, passport and or naturalization papers, accompanied by a photo ID. (Please note changes in citizenship other than US, may require an additional process through the International Student Scholar Services (ISSS) office.)
MARITAL STATUS CHANGE: Acceptable documents include marriage certificate, divorce decree (please note that change in Marital status does not necessarily include a change of name. if you wish to also change your name; Please indicate that on this form.)

DOCUMENTATION ATTACHED: *Documentation must be original or certified copy (cc).* Please bring your documentation to our medical campus office or you may e-mail to mbergezz@med.miami.edu. Please check type of document you are providing:
Marriage License (cc)
Divorce Documents (cc)
Naturalization Papers
Driver's License
Passport
Court Order (cc)
Birth Certificate*
Do NOT e-mail or fax copies of your Social Security Card, please bring original to our office along with this form.
Social Security Card

***Birth certificates are used to correct spelling and cannot be used to change your current name back to your birth name.**

FOR OFFICE OF THE REGISTRAR USE ONLY

Processed By: _____

Date: _____

Type of Documentation Provided: _____

Student Signature: _____ Date: _____
Email Address: _____ Phone Number: _____
SUBMIT THIS FORM TO: Office of Student Affairs, 1600 NW 10th Avenue, Miami, FL 33136
Rosenstiel Medical Science Building, Suite 2011