



### 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, Government Issued ID, or valid U.S. passport\*.
- Divorce** – Copy of Divorce Decree, court entry, order of legal name change, Government Issued ID, or valid U.S. passport\*.
- Legal Name Change** – Court order of legal name change, Government Issued ID, or valid U.S. passport\*.
- First Name Change** (ex. From variation to legal name) – Copy of birth certificate, Government Issued ID, or valid U.S. passport\*.
- Add or Change Middle Name/Initial** – Copy of birth certificate, Government Issued ID, or valid U.S. passport\*.

_____ NEW Last Name	_____ NEW First Name	_____ NEW Middle Name/Initial	_____ Suffix
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#### 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 **signed** Social Security Card.

_____ INCORRECT Social Security Number	_____ CORRECT Social Security number
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#### 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)
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\*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: 9/7/2021

#### To return this form:

Deliver in person to: Buckeye Link, 281 W. Lane Ave., Columbus OH 43210-1132

Email to: [registrar@osu.edu](mailto:registrar@osu.edu)