Change of Personal Information Form

REASON FOR NAME CHANGE TO UNIVERSITY EDUCATION RECORD	DOCUMENTATION NEEDED
Marriage	Copy of marriage certificate, signed social security card, or government issued photo ID.
Divorce	Copy of Divorce Decree stating that you may resume the use of your maiden name or name confirmed by the court, or signed social security card.
Legal Name	Name change document confirmed by court, signed social security card, or government issued photo ID.
Spelling Error	Government issued photo ID or signed social security card.

Banner ID # _____ Date of Birth ___/___/_____ Presently Enrolled Y☐ N☐

Address: _____

Cell Phone: (___)-_____ Home Phone: (___)-_____ Email: _____

Name on Record_____
Last First Middle

Change Name to_____
Last First Middle

Please be advised that a **name change** does not officially change your **gender marker**. Please complete this section if you are requesting a gender marker change to your record.

Gender[1]: ☐Male ☐Female ☐Not reported

Please deliver to the Office of the Registrar or mail completed request form to:
North Carolina Central University
Attn: Office of the University Registrar
Hoey Administration Building, Room 102
1801 Fayetteville St.
Durham, NC 27707
Phone: (919) 530-6654 Fax: (919) 530-7974

Student Signature: _____ Date: ___/____/_____

For Office Use Only

Date Form Received: _____ Date Form Processed: _____
Name of Registrar's Office Personnel Processing Request: _____

[1] A student must present a copy of a court order, a birth certificate, or a letter from the student's doctor confirming a completed transition to the University to support a change of the student's gender marker in any and all University education records.