

## Change in Student Identification: Overview

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This form is for students who wish to change their legal 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 preferred name accommodations should directly contact the Office of the University Registrar by email at [registrar@drexel.edu](mailto:registrar@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.

Students do have the option of indicating a preferred first name via DrexelOne, which will be used selectively based on the preferred name policy, found at [drexel.edu/drexelcentral/records/personal/preferred-name](http://drexel.edu/drexelcentral/records/personal/preferred-name). This form is not to be used to update or add a preferred name.

### Instructions

#### Name Change Requests or Correcting Name in the Student System

Form(s) of identification indicating your updated/correct name are required:

- A copy of your passport or government-issued identification.

#### 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 Services will need to be notified of your official status change.



## Change in Student Identification Form

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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 certify that the information you have indicated regarding your name, Social Security number, and/or citizenship status is accurate.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_