



William & Mary  
Office of the University Registrar  
Blow Memorial Hall Room 240  
P.O. Box 8795  
Williamsburg, VA 23187-8795  
(757) 221-2800 Fax (757) 221-2151  
registrar@wm.edu

## CHANGE REQUEST NAME/SSN/CITIZENSHIP/LEGAL SEX

**NOTE:**

If you are employed at William & Mary, submit your name and/or SSN change to Human Resources.

### SECTION A STUDENT INFORMATION

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ 93# \_\_\_\_\_  
 Student ID # (or provide your SSN to help us to match this form to your records)  
 (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_@\_\_\_\_\_  
 Phone # \_\_\_\_\_

### SECTION B NAME CHANGE

NAME CHANGE

**(Documentation required:** please provide **copy of signed Social Security card** if US citizen OR, if non-US citizen, passport)  
**IMPORTANT NOTE:** Please do not email your Social Security Card, instead fax or postal mail a signed copy to our attention.

Former Name (Please print clearly) \_\_\_\_\_  
 (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

New Name (Please print clearly) \_\_\_\_\_  
 (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

### SECTION C SOCIAL SECURITY NUMBER CHANGE OR CORRECTION

SOCIAL SECURITY NUMBER CHANGE (Please provide a copy of your new signed Social Security Card)

Former SSN \_\_\_\_\_ New SSN \_\_\_\_\_

### SECTION D CITIZENSHIP CHANGE

CITIZENSHIP STATUS CHANGE

**(Documentation required:** copy of Naturalization Certificate or Permanent Resident Card)

### SECTION E CHANGE OF LEGAL SEX

MALE  FEMALE

By checking this box, you affirm that the Social Security Administration (SSA) has been notified of a legal sex change and has processed it in their systems.

If SSA systems have not been updated before W&M records the change in Banner, then verification processes, including financial aid and payroll, may fail. Should W&M receive a failure report from a federal agency for mis-match, then we will revert to the previous legal sex on record and let you know.

### STUDENT ACKNOWLEDGEMENT

STUDENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Received: \_\_\_\_\_ Processed: Initials \_\_\_\_\_ Date \_\_\_\_\_