Personal Information Change Form

You may change Personal Information if the current UHCL record of your name was originally taken from your application for admission purposes and only if: 1) You have married or divorced (a copy of marriage license or portion of divorce decree indicating new name must be provided), 2) You have changed your name by court order (a copy of the court order must be provided), and/or 3) Your legal name is listed incorrectly and satisfactory evidence exists for its correction (birth certificate, valid passport, etc., must be provided) Please allow 3-5 business days to process your request.

List your name as it is currently listed on UHCL records:

Last Name (Print)  First  Middle  Student ID number

Check the item(s) that you want changed and list the updated information.

To update your mailing address, phone number and personal email address login into your E-Services account online at www.uhcl.edu/eservices.

Name: Check reason for name change request:

☐ 1) Correction of error  ☐ 2) Court order  ☐ 3) Divorce  ☐ 4) Marriage  ☐ 5) Other

I request that my UHCL official records be changed to reflect my legal name as listed below:

Last Name (Print)  First  Middle

Social Security Number: Contact the Student Business Services Office to find out how updating this number will affect your IRS 1098-T Form.

Check reason for Update/Change: (A copy of your SSN or Taxpayer Id card must be included)

☐ 1) Correction of error  ☐ 2) New Social Security Number  ☐ 3) New Taxpayer ID Number

Change from: _____________________  Change to: _____________________

Date of Birth: A copy of your Current Driver’s License, State ID, or Birth Certificate must be included.

Month  Day  Year

STUDENT SIGNATURE (REQUIRED)  DATE  PHONE NUMBER

A copy of a government-issued photo ID must be attached to this form when submitted.
Forms submitted without a clear copy of a government-issued photo ID will not be processed.

Processed by Admissions
Initials: ______  Date: ______

Processed by Registrar Office
Initials: ______  Date: ______

09/2023