Hennepin Technical College

Student Information Change

PLEASE PRINT

Student Tech ID or StarID: _____ Date: _____

Student Name: _____
Last Name *First Name* *Middle Name*

☐ **Change of Name:**

Must provide legal proof of name change, a photo ID with new name, and your Social Security card with new name.

New Name: _____
Last Name *First Name* *Middle Name*

☐ **Correction of Social Security Number:** ----------

Must provide a photo ID and Social Security card with matching name.

☐ **Correction of Date of Birth:** _____/_____/_____

Must provide a photo ID with birthdate. MM DD YYYY

☐ **Change/Correction of Personal Email Address:**

Email Address: _____

☐ **Change of Designated Gender Marker:**

Former Designated Gender: ☐ Male ☐ Female New Designated Gender: ☐ Male ☐ Female

Must provide photo ID to verify identity. Gender on ID will not be considered relevant. *(Note: At this time, we are only able to support binary genders: male or female.)*

Submit **TWO** forms of identification from this column. At least one must be a photo ID

- ☐ **Driver's license or state identification**
- ☐ **Social security card with signature** (this must accompany a social security number change)
- ☐ **Valid/unexpired passport** (required for international student requests)

AND

Submit **ONE** form of documentation from this column

- ☐ **Marriage Certificate**
- ☐ **Divorce Decree**
- ☐ **Court order**

Student Signature *(required)*: _____ Date: _____

Note: Information submitted on this form will be directed to the appropriate staff members to respond to your request and will become part of your academic record which is protected data. For Hennepin Tech's Privacy Policy, visit HennepinTech.edu.

For Office Use Only

☐ Document(s) Verified ☐ ISRS Updated ☐ D2L Administrator Notified ☐ ImageNow Updated:

Entered in ISRS By: _____ Date: _____ _____

SF_20230120