

# PERSONAL DATA CHANGE FORM

Name or Social Security Number

Name Change	
<i>An individual requesting a name change should present this along with a Court Order or a marriage license, or state issued ID, or other official documentation. Please <b>do not</b> complete the "Social Security Number Correction" section of this form if you only wish to request a name change.</i>	
Print name as it currently appears on your student records (First, M.I., Last):	
AU ID:	
Print new or corrected name, as it should appear on your student records (First, M.I., Last):	
State reason for name change:	
Signature:	Date:

Social Security Number Correction	
<i>Anyone requesting a change to a Social Security number must present an official social security card, a passport or a notarized copy of the most recent federal tax form.</i>	
Print name (First, M.I., Last):	
AU ID:	
Social Security Number as it currently appears on your student records:	
New or correct Social Security Number:	
State reason for SSN change:	
Signature:	Date:

This form and documentation should be submitted to AU Central, Asbury Building 2<sup>nd</sup> Floor.  
If you have any questions, call 202-885-8000 or email [aucentral@american.edu](mailto:aucentral@american.edu).