



CHANGE OF INFORMATION

Wheeling Jesuit University

Student Name: _____

Student ID: _____

Legal Name Change

Former Name:

Current Name:

First Middle Last

First Middle Last

For any name changes or corrections the proper legal documentation must be provided. This includes such items as marriage license, divorce decree, court document, or updated federal/state ID with SS card. Nicknames or other aliases are not permitted for updating a student's record.

Correction of SSN or DOB

Incorrect SSN on file:

Correct Social Security Number:

_____-_____-_____
[] [] [] [] - [] [] [] [] - [] [] [] []

_____-_____-_____
[] [] [] [] - [] [] [] [] - [] [] [] []

Incorrect Date of Birth on file:

Correct Date of Birth:

____/____/_____
[] [] [] / [] [] [] / [] [] [] []

____/____/_____
[] [] [] / [] [] [] / [] [] [] []

MM DD YYYY

MM DD YYYY

For Social Security corrections, one must present their Social Security Card as proof of number. For Date of Birth corrections, one may present either their Federal/State ID with DOB on it, or they may present their birth certificate.

Address Change or Addition

Permanent Campus/Local Billing Other:_____

Previous Address (to end):

Updated Address (add new or corrected):

Street

Street

City State Zip

City State Zip

Permanent Campus/Local Billing Other:_____

Previous Address (to end):

Updated Address (add new or corrected):

Street

Street

City State Zip

City State Zip

Permanent Campus/Local Billing Other:_____

Previous Address (to end):

Updated Address (add new or corrected):

Street

Street

City State Zip

City State Zip

Please report any address changes or updates immediately to the Office of the Registrar. Accurate address information is needed at all times by the University for security purposes as well as proper communication to the student.

Phone and/or Email Updates

Permanent/Home Cellular Business Other:_____

Previous Phone (to end):

Updated Phone (add new or corrected):

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Permanent/Home Cellular Business Other:_____

Previous Phone (to end):

Updated Phone (add new or corrected):

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Previous Personal Email (to end):

Updated Personal Email (add new or corrected):

Please report any phone or email changes immediately to the Office of the Registrar. Accurate contact information is needed at all times by the University for security purposes as well as proper communication to the student. Note that you cannot update your @cardinal.wju.edu email account here.

Registrar Office Use Only

Processed Date: _____

Initials: _____