

CHANGE OF INFORMATION

Wheeling 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:

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Correct Social Security Number:

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CONFIRM Correct Social Security Number:

			-			-				
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Incorrect Date of Birth on file:

			/			/				
MM				DD				YYYY		

Correct Date of Birth:

			/			/				
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CONFIRM Correct Date of Birth:

			/			/				
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. 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: _____

Wheeling University Office of the Registrar 316 Washington Ave.,
Wheeling, WV 26003

Phone: (304) 243-2279 | Fax: (304) 243-2349

Email: registrar@wheeling.edu