

# PERSONAL INFORMATION UPDATE

## 1 Required Documentation

To update your legal name, date of birth, and/or social security number. You must upload a copy of the required documentation. Substitutions are not allowed.

Legal Name	Date of Birth	Gender	Social Security Number
You <b>must</b> attach <b>two</b> types of the following (both <b>must</b> reflect the new name):	You <b>must</b> attach <b>both</b> of the following:	You <b>must</b> attach:	You <b>must</b> attach <b>both</b> of the following:
<ul style="list-style-type: none"> <li>• Marriage License</li> <li>• Social Security Card</li> <li>• Legal Name Change</li> <li>• Passport</li> <li>• Driver's License</li> </ul>	<ul style="list-style-type: none"> <li>• Driver's Permit</li> <li>• State ID</li> <li>• Military ID</li> <li>• Birth Certificate</li> <li>• Divorce Papers</li> </ul>	<ul style="list-style-type: none"> <li>• Valid government-issued photo ID (Driver's License/Permit/State/Military/Passport)</li> <li>• Birth Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Valid government-issued photo ID (Driver's License/Permit/State/Military/Passport)</li> <li>• Social Security Card</li> </ul>

## 2 Enter your Student ID number, name, and email.

If you do not remember your 8-digit student ID number, please enter the last 4 digits of your social security number or your date of birth.

### Student ID Number

If you do not remember your student ID number, enter either your date of birth, or the last 4 digits of your social security number.

### Last Name \*

### First Name \*

### Personal Email \*

## 3 Select the information you wish to update. Depending on your selection, additional fields will populate. Please enter the correct information in the fields.

### What information are you updating? \*

- Legal Name
- Birthdate
- Social Security Number
- Permanent Address
- Billing Address
- Gender

## 4 Attach all required documentation.


### Attach required documentation \*

Drag and drop files here or [browse files](#)

## 5 SUBMIT!

If you have successfully submitted your form, you will see a confirmation page. This request can take up to 3 business days to process.

**You will receive an email once your request has been completed.**



Success! We've captured your request.

This request can take up to 3 business days to process. You will receive an email once your request has been completed.

CONTACT: [records@morgan.edu](mailto:records@morgan.edu)