

THE UNIVERSITY OF TEXAS AT TYLER

Office of the Registrar

Request to Change Student Record Information

Photo ID required

Questions regarding data collected may be directed to the Registrar. (ADM 221)

Student ID Number: _____ Date: _____

Printed Name: _____

Signature: _____

Permanent Address, Telephone Number Changes

Home Mailing Diploma

New Address: _____

City/State/Zip: _____

New Telephone Number: Home: _____

Cell: _____

Name Changes (PLEASE PRINT)

(An original official court document or certified copy such as a marriage license or divorce decree, showing the name change must be presented to Registrar's Office personnel with this form.)

Previous Name: _____

New Name: _____

SOCIAL SECURITY NUMBER GENERAL MANDATORY DISCLOSURE

Disclosure of your Social Security Number (SSN) is required of you in order for The University of Texas at Tyler to complete your request, as mandated by State law (Texas Education Code Ch. 61). Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable laws.

Notice about Information Laws and Practices

With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Registrar's Office - Official Use Only

_____ Verified Photo ID _____ (Name Change Only) Original Documentation Provided

POPS Updated: _____ POISE Updated (Maintain/Degree Audit): _____

Image Updated: _____ Notification Sent: _____