Request to Change Student Record Information

The University of Texas at Tyler
Office of the Registrar
3900 University Blvd, STE 230 • Tyler, TX 75799

Revised: 11/16/2022

Photo ID and Acceptable Documentation Required

Student ID Number: _____ Date: _____

Printed Name: _____
(As it currently appears in your student records)

Graduation Term: _____

Name Changes: (Please print legibly, exactly as you wish your name to appear. Attach two forms of documentation from the list below that support the requested name change and provide a valid government or UT Tyler-issued photo ID. All documents must be original or notarized certified copies.)

- Social Security card
- Current, valid U.S. Armed Forces (any branch) identification card
- Marriage license/certificate bearing the filing stamp from the county or parish in which the document was issued
- Court order granting a name change; must be signed by the presiding judge and embossed with the appropriate county filing stamp
- Current, valid U.S. passport
- Current, valid home country passport (International students only)
- Divorce decree that explicitly grants a name restoration/change; must be signed by the presiding judge and embossed with the appropriate county filing stamp
- Certificate of Naturalization

_____ _____ _____
Last Name First Name Middle Name

Address Changes: (Please print legibly and provide a valid government or UT Tyler-issued photo ID)

_____ _____
Address Apt #/Suite

_____ _____ _____
City State Zip Code

Use this Address for: ☐ Home ☐ Mailing ☐ Diploma ☐ Campus

Telephone Number Changes: (Please print legibly and provide a valid government or UT Tyler-issued photo ID)

(_____) _____ - _____ List this number as: ☐ Cell ☐ Home ☐ Business

By my signature below I certify that I have read and understand the relevant policy information on the Office of the Registrar's website for the change requested. I confirm that all documents submitted with this form are original or certified copies, and that all information is up-to-date.

_____ _____
Student Signature/PIN Date

Office Use Only

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

*my*UTTyler Updated: _____ ImageNow Updated: _____ Notification Sent: _____

OIP Notified (International Students Only): _____

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.

SOCIAL SECURITY NUMBER GENERAL MANDATORY DISCLOSURE

Disclosure of your Social Security Number (SSN) may be 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.