

## Student Bio/Demo Information Update Request Form

Student Name: \_\_\_\_\_

8-Digit SPIRE ID (if known): \_\_\_\_\_ and/or NetID (if known): \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please check off the applicable boxes and supply the pertinent information to be updated:

**Primary Name Update/Change**

You must provide a copy of a legal form of identification (court order, driver's license, valid passport, etc.) that displays your correct name. Please provide documentation to our office either in-person or by using our [secure upload link](#).

**Previous Name**

\_\_\_\_\_

*First*

*Middle*

*Last*

**New Name**

\_\_\_\_\_

*First*

*Middle*

*Last*

**Social Security Number or Tax Identification Number Update/Change**

You must provide a copy of your Social Security Card, Tax Identification Number or a signed [Form W-9 S](#) to our office either in-person or using our [secure upload link](#).

**Other Change**

[Addresses/phone numbers](#), [personal email information](#), [emergency contact information](#), and [pronouns](#) can be updated by logging in to your SPIRE account. Gender marker and campus name can be updated using the **Gender Marker and "Campus Name" Change Form** on our [website](#). If there is another change that you would like to make to your record that is not addressed in any of the above, please indicate below:

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_