



**University of the Pacific**  
*Office of the Registrar (Stockton)*  
*Office of the Registrar (Sacramento)*  
*Office of Academic Affairs (San Francisco)*

## REQUEST for CHANGE OF PERSONAL DATA

Print in ink

University ID: \_\_\_\_\_

Pacific Email: \_\_\_\_\_@u.pacific.edu

Student Legal Name: \_\_\_\_\_  
Last First Middle

Term: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
(Fill in year) Year Year Year Year

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*I hereby request the changes or requests below on my academic records at the University of the Pacific.*

NOTE: Changes must be accompanied by one of the following documents (not needed if adding only an alternate name or changing ethnicity):

- valid driver's license
- valid passport
- marriage license
- SSN card
- birth certificate
- naturalization papers
- court decree authorizing the change

**Name Change Only for University Employees who are Current Students:**

Pacific Employees who are current students must bring this completed form and a copy of your Social Security Card with correct name to the Human Resources Office (Computer Center Building on the Stockton campus; Muddox Building, Base Level, 3451 5<sup>th</sup> Ave. Sacramento, CA 95817 on the Sacramento campus; Room 406 on the San Francisco campus) to be processed.

**Current/Former Students**

Bring this completed form along with required documents to the Office of the Registrar, Knoles Hall, 1<sup>st</sup> Floor (Stockton Campus), the Office of Academic Affairs, Area 4A (San Francisco Campus), Office of the Registrar, Administration Building, Room 101 (Sacramento Campus).

CHECK ALL THAT APPLY IN BOXES BELOW:

I want to change my name to the following new legal name:  
First: \_\_\_\_\_ Middle \_\_\_\_\_ Last: \_\_\_\_\_

I want to add an alternate name (documentation not needed):  
First: \_\_\_\_\_ Middle \_\_\_\_\_ Last: \_\_\_\_\_

*Note: If you are a current degree applicant and want to change your name on your diploma and for commencement, fill out a new degree application form and submit to us.*

I want to correct my birth date (MM/DD/YYYY) to \_\_\_\_\_

I want to change my Gender to Male/Female (Male/Female/Other): \_\_\_\_\_

I want to correct my Social Security Number to: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

I want to change my ethnicity to (documentation not needed): \_\_\_\_\_

**OFFICE USE ONLY**

Process Completion: Processed By: \_\_\_\_\_ Date \_\_\_\_\_