

This form is intended for current or former students who **do not** have an employee record. Employees, student-workers, or others with an employee record should contact HR to have their personal information updated.

LEGAL INFORMATION ON RECORD:

Please print the name that currently appears on your Temple University records

TUid (or Social Security Number): _____

_____, _____
Last Name First Name MI or name

Birth date (mm/dd/yyyy): _____

NEW/CORRECTED LEGAL INFORMATION:

Please print the name that you would like to appear on your records.

_____, _____
Last Name First Name MI or name

If updating, new birth date (mm/dd/yyyy): _____ If updating, new SSN#: _____

Permanent Resident: YES / NO

U.S. Citizen: YES / NO

Please provide supporting documents as appropriate:

- **Required:** Government issued photo ID showing the new information; New SSN card if updating SSN
- **Optional:** Documents that indicate new/corrected legal information, such as Driver's license; Passport; Marriage certificate/license; U.S. Government ID card; Divorce decree

CERTIFICATION:

Hereafter, please maintain my records under the new/corrected legal information I have indicated.

SIGNATURE _____ **Date:** _____

Submit this form along with supporting documents via TUsafesend (<https://tusafesend.temple.edu/>). In TUsafesend, please email to: **residency_our@temple.edu**.