



Registration & Records
5100 Rockhill Road
Kansas City, MO 64110-2499

Location: 5115 Oak Street, 115
Administrative Center
Phone: 816-235-1213
Fax: 816-235-5513

Name, Address, Phone, E-mail, SSN Change Form

Print this form, complete the appropriate section(s) below, sign the form at the bottom, and mail, fax, or deliver this form to the Registration & Records Office. Use this form to correct or update student information contained in your official record. Identification is required for social security number and name changes. The student is the only person authorized to change name, address, phone, e-mail and SSN information.

- Complete this section **only** if your name has changed. *Documentation required.

Old Name: _____

New name: _____

- Complete this section **only** if your address or phone number has changed.

Street: _____

City, State, Zip: _____

This is my: (check all that apply)

- Local Address (where you live during the term)
- Permanent Address (parents address or an address that is relatively unchanging)
- Billing Address (where you want your bill mailed)
- Diploma Address (where you want your diploma mailed)

- Complete this section **only** if your phone number has changed.

New Phone Number: _____

This is my: (check all that apply):

- Local Phone
- Permanent Phone
- Mobile Phone

- Complete this section **only** if your personal e-mail address has changed.
NOTE: Your UMKC e-mail address will still be used for all official communication from UMKC.

New non-UMKC E-mail address: _____

- Complete this section **only** if your social security number has changed.
NOTE: If you receive financial aid, your correct social security number must be maintained by the university to be in compliance with federal law. *Documentation required.

Social Security Number: _____

Signature: _____

Date: _____

Printed Name: _____

Student number: _____

*Acceptable forms of documentation include a current driver's license or an original social security card.

Processed by: _____ Date: _____