

DATA CHANGE FORM

Student Name: _____ NSU ID: N _____

Please make the following changes to my records:

- Name*
 Address
 Phone
 Email
 Social Security Number*
 Individual Taxpayer Identification Number (ITIN)*
 Date of Birth*
 Other

Current Information	New Information (PRINT)
	Name change: _____ <div style="text-align: center; margin-left: 100px;"> <i>Last</i> _____ <i>First</i> _____ <i>Middle</i> _____ </div> <hr style="border-top: 1px dashed black;"/> All other changes: _____

**Requires copies of official documentation*

Name Change

Submit a copy of one of the following along with your completed form: divorce decree, driver's license, certificate of naturalization, permanent resident card, passport, court order, or uniformed service military ID.

Social Security Number Change

Submit a copy of your signed social security card along with your completed form.

Individual Taxpayer Identification Number (ITIN) Change

Submit a copy of your ITIN Assignment Letter along with your completed form.

Date of Birth Change

Submit a copy of one of the following along with your completed form: birth certificate, driver's license, certificate of naturalization, permanent resident card, passport, or uniformed service military ID.

Submit your request with any required documentation in person to one of the One-Stop Shops located in the Horvitz and Terry Administration Buildings, by email to studentupdates@nova.edu, by fax to (954) 262-2915, or by mail to:

Nova Southeastern University
Attn.: Data Entry
3600 South University Drive
Fort Lauderdale, FL 33314

NSU employees must use the Office of Human Resources form www.nova.edu/hr/forms/change_of_name.pdf to process a name change.

Student Signature: _____ Date: _____ REV. 10/2018