



GOLDEN GATE UNIVERSITY

OFFICE OF THE REGISTRAR

STUDENT INFORMATION CHANGE REQUEST

Instructions: This form may be completed and signed digitally by downloading the file to a computer, entering information, saving it, and then attaching it to an email message. Submit completed form to the Registrar's Office at records@ggu.edu. Note: if changing your legal name, a new GGU-issued email address will be automatically system-generated. To have your email messages from your old address mailbox forwarded to your new address, contact the Help Desk at help@ggu.edu for assistance.

Current Information in GGU Records

GGU ID Number

Last/Family Name

First/Given Name

New Information

Social Security Number: _____

Date of Birth: _____
MM/DD/YYYY

Legal Name: _____
Last/Family Name First/Given Name Middle Name or Initial

Name change requests must include proof of new name, such as a marriage certificate, court order, etc.

Title (Check one): Ms. Miss Mrs. Mr. Mx. Dr. Other _____

Home Address: _____
Number and Street or P.O. Box Apt. No.

City (Include District if applicable) State/Province ZIP/Postal code Country

Work Address: _____
Number and Street or P.O. Box Suite/Floor. No.

City (Include District if applicable) State/Province ZIP/Postal code Country

Home Telephone Number

Cellular Telephone Number

Work Telephone Number

Personal Email Address

Emergency Contact: _____
Name

Relationship

Emergency Contact Telephone

Emergency Contact Email

Date Change Becomes Effective: _____

Student Signature

Date

For Registrar's Office Use

Date Received

Change Operator

Date Changed