Change of Student Data

♦ Read carefully. After entering "Student Information" in the first block, only complete the appropriate area to request changes.

♦ Type or print clearly in dark ink.

♦ FSW employees also must contact Human Resources for a name change, an address change, or SSN changes.

FLORIDA SOUTHWESTERN STATE COLLEGE

OFFICE OF THE REGISTRAR

Student Information

_____

Student's Current First Name and Last Name

_____

Student ID Number

Name Change/Correction

Students must present a valid, government-issued photo ID or marriage license, Social Security card, or court order reflecting the correct name.

Change First Name to: _____

Change Middle Name to: _____

Change Last Name to: _____

Address Change/Correction

Students may update their address in the student portal.
Documentation is not required. Note: P.O. Box Numbers are not permitted.

[ ] Update Permanent Address   [ ] Update Mailing Address

Street Address: _____

Apartment or Unit Number: _____

City, State, ZIP: _____

Emergency Contact Change/Correction

Name of Emergency Contact: _____

Phone Number of Emergency Contact: _____

Date of Birth Change/Correction

Students must present a valid, government-issued photo ID reflecting the correct date of birth.

Change DOB to: _____ _____ _____

Month   Day/Date   Year

Social Security Number Change/Correction

Students must present a valid Social Security card reflecting the correct SSN.

Change SSN to: _____

Gender Change/Correction

Students must present a valid, government-issued photo ID reflecting the gender.

[ ] Update to Male   [ ] Update to Female   [ ] Update to Other

Phone Number Change/Correction

Students may update their phone number in the student portal.
Documentation is not required.

[ ] Cell   [ ] Work   [ ] Permanent

Change Phone Number to: _____

_____

Student's Signature

_____

Date

OFFICE OF THE REGISTRAR (To be completed by Office of the Registrar staff.)

[ ] Student's ID checked.

_____

Initialed / Processed by:

_____

Date Processed