



University of the Pacific
 Office of the Registrar (Stockton)
 Office of the Registrar (Sacramento)
 Office of Academic Affairs (San Francisco)

**REQUEST for CHANGE OF
 PERSONAL DATA**

Print in ink

University ID: _____ Pacific Email: _____@u.pacific.edu

Student Legal Name: _____

Term: Fall _____ Winter _____ Spring _____ Summer _____ Phone: (_____) _____
 (Fill in year) Year Year Year Year

Student Signature: _____ Date: _____

I hereby request the changes or requests below on my academic records at the University of the Pacific.

NOTE: Changes must be accompanied by one of the following documents (not needed if adding only an alternate name or changing ethnicity):

- valid driver's license
- valid passport
- marriage license
- birth certificate
- immigration/naturalization papers (*for changes in immigration status*)
- court decree authorizing the change
- SSN card

Name Change Only for University Employees who are Current Students:

Pacific Employees who are current students must bring this completed form and a copy of your Social Security Card with correct name to the Human Resources Office (Computer Center Building on the Stockton Campus; Muddox Building, Base Level, 3451 5th Ave. Sacramento, CA 95817 on the Sacramento Campus; Room 406 on the San Francisco Campus) to be processed.

Current/Former Students

Bring this completed form along with required documents to the Office of the Registrar, Knoles Hall, 1st Floor (Stockton Campus), Office of the Registrar, Administration Building, Room 101 (Sacramento Campus), the Office of Academic Affairs, Area 4A (San Francisco Campus).

CHECK ALL THAT APPLY IN BOXES BELOW:

I want to change my name to the following new legal name:
 First: _____ Middle _____ Last: _____

I want to add an alternate name (documentation not needed):
 First: _____ Middle _____ Last: _____

Note: If you are a current degree applicant and want to change your name on your diploma and for commencement, fill out a new degree application form and submit to us.

I want to correct my birth date (MM/DD/YYYY) to _____

I want to change my Gender to Male/Female/Other: _____

I want to correct my Social Security Number to: ____ -- ____ -- ____

I want to change my ethnicity to (documentation not needed): _____

I want to change my immigration status to: permanent resident citizen

OFFICE USE ONLY

Process Completion: Processed By: _____ Date _____

For changes in immigration status, staff should notify ips@pacific.edu.