



SEATTLE UNIVERSITY

STUDENT UPDATE FORM RMRUSUPC

OFFICE OF THE REGISTRAR
901 12th Avenue, HILB 220
P.O. Box 222000
Seattle, WA 98122-1090
(206) 220-8030; Fax: (206) 296-2443
email : registrar@seattleu.edu

Seattle U ID: _____ Phone Number: _____ Email: _____

Current Name at SU: _____

Date of Birth: _____ Last _____ First _____ Middle _____
College: _____ Current Student Former student
 Update Date of Birth (picture ID with correct date of birth required)

Class Level: FR SO JR SR GR Post-Bacc Non-Matric

► **Student Signature:** _____ **Date:** _____

Addresses and phone numbers (mailing, local, home, email) as well as emergency contact information can be updated on SU Online.

Add/Change Preferred First Name: _____

Preferred name will be changed for email and most communications, but grading, financial and attendance records will still reflect legal name. Students can change their Canvas profiles directly.

Update Student Legal Name: _____
Last _____ First _____ Middle _____

A copy of one of the below documents must be provided for a Name Change:

- Passport
- Court Order/ Decree
- Marriage License
- Driver's License/ State ID Card **(requires Social Security card as a 2nd document)*

Would you like your email address and SU Online username changed? Yes No

If yes, ITS will email you with updates. Personal email (Non-SU): _____

Current Students: Have you applied to graduate? Yes No

If yes, please indicate what name you would like on your diploma: _____

Gender Update: Male Female

Ethnicity/Race Update: _____

Are you receiving a scholarship based on your current ethnicity? Yes No

If yes, obtain Student Financial Services signature: _____ Date: _____

Correct SSN Information: _____

A copy of your Social Security card or W2 required. If sending Social Security Number with this form, please do not email. Mail or Fax only.

REGISTRAR'S OFFICE USE ONLY

- Historical
- Help Desk – Display Name Only
- Help Desk- Username Change
- SGRD

Processed By: _____ Date: _____