



CHANGE OF PERSONAL INFORMATION

Mount Mercy University | Registrar's Office | 1330 Elmhurst Dr NE | Cedar Rapids, IA 52402 | 319-363-8213 Ext. 1310

INSTRUCTIONS

- All requests require the student's signature, photo identification, and additional documentation (See Required Documentation).
- Submit this form along with the required documentation in person, via US mail, or via fax.
- Please Note: Individuals who are currently employed by the University must request these changes through Human Resources.

CURRENT INFORMATION (PLEASE PRINT)

Student ID Number

Last Name

First Name

Middle Name

PLEASE CHECK THE BOX(ES) YOU ARE REQUESTING TO CHANGE

NAME CHANGE

New Last Name

New First Name

Reason: Marriage Divorce Other

I am a candidate for graduation.

**SOCIAL SECURITY NUMBER CHANGE OR
INDIVIDUAL TAX PAYER I.D. NUMBER**

Incorrect Number

Correct Number

DATE OF BIRTH CHANGE

Incorrect DOB

Correct DOB

GENDER CHANGE

Previous Gender: Male Female

Current Gender: Male Female

REQUIRED DOCUMENTATION:
All Changes Require Photo Identification and:

Marriage License/Certificate or Passport or
Permanent Visa or

*Social Security Card or

Birth Certificate or

Court Order or

Divorce Decree

**Required if you are receiving Federal Financial Aid*

*If you do not have access to legal documentation,
please contact the Registrar's Office.*

REQUIRED DOCUMENTATION:
All Changes Require Photo Identification and:

SOCIAL SECURITY NUMBER:

Social Security Card

**INDIVIDUAL TAX PAYER IDENTIFICATION
NUMBER (ITIN):**

ITIN Authorization Letter

REQUIRED DOCUMENTATION:
All Changes Require Photo Identification and:

Birth Certificate or

Passport or

Permanent Visa

REQUIRED DOCUMENTATION:
All Changes Require Photo Identification and:

Court Order or

Driver's License

*If you do not have access to legal documentation,
please contact the Registrar's Office.*

I certify that I am responsible for any changes made to my personal information record. I also understand that any changes to my personal information may cause complications if transcript orders, financial aid paperwork, or other information is submitted to the university under former personal information.

Student Signature

Date