



Request to Change or Correct Records

A student can change personal information relevant to their permanent record in the Records area of the Registrar's Office. Identification is required for all changes, and legal documentation is required to update your date of birth, social security number, gender marker and legal name.

When the form cannot be submitted in person, the University requires that all forms of identification be submitted as **notarized photocopies** except in the case of court documentation. Detailed information regarding required legal documentation can be found at <https://registrar.unt.edu/transcripts-and-records/update-your-personal-information>.

Complete this form if you don't have access to MY.UNT.EDU

Student ID (8 digits): Student First Name: Student Middle Name: Student Last Name: Date:

Please check the box next to the item(s) you wish to update:

Update Date of Birth:

Update Social Security Number:

Include dashes when populating the Social Security Number

Update Gender Marker:

Street Apt # City State Zip

Update Mailing Address:

Update Legal Name:	Former First Name	Former Middle Name	Former Last Name
	New First Name	New Middle Name	New Last Name

Add Emergency Contact:	EC First Name	EC Last Name	Relationship		
	EC Street	EC Apt #	EC City	EC State	EC Zip

Student Signature: Date Signed

Ready to submit your request?

Securely upload your request form by creating a Next Gen account using the No EUID Secure Document Upload button. A working email and phone number are required to create a free Next Gen account.

If you have any questions or concerns, please contact our office at 940-565-2111, stop by our office on the first floor of the Eagle Student Services Center, or schedule a virtual appointment at <https://registrar.unt.edu/>.