



Return to: Office of the Registrar, 141 King, 9201 University City Blvd., Charlotte, NC 28223-0001  
T 704-687-5505 | F 704-687-6121 | registrar@uncc.edu | https://ninercentral.uncc.edu/

# Biographical Changes Request:

Legal Name, Race, Social Security Number, Legal Sex

In-person requests require this form with all **original** documents required. Mailed requests require **notarized** copies of your documents to be sent to the address above.

Name (as it currently appears in UNC Charlotte’s system) \_\_\_\_\_  
49er ID# \_\_\_\_\_ Email address \_\_\_\_\_

Carefully read all information and list of required documents following this form.

### Previous Information:

Only complete the box pertaining to what you want changed.

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Middle \_\_\_\_\_

\* Preferred first name can be added or updated online within My UNC Charlotte and Banner Self Service. This does not require any documentation.

Social Security Number \_\_\_\_\_

Legal Sex:  Male  Female  Prefer not to answer

Are you Hispanic or Latino?  Yes  No

**RACE**  
What is your race (choose one or more)?  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or other Pacific Islander  
 White  
Racial or ethnic subgroup: \_\_\_\_\_

### New Information:

Only complete the box pertaining to what you want changed.

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Middle \_\_\_\_\_

Social Security Number \_\_\_\_\_

Legal Sex:  Male  Female  Prefer not to answer

Are you Hispanic or Latino?  Yes  No

**RACE**  
What is your race (choose one or more)?  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or other Pacific Islander  
 White  
Racial or ethnic subgroup: \_\_\_\_\_

By signing below, I request that UNC Charlotte change my student records to match the new information listed above. I have included all required documents to support this change. I further state that my changes are not for fraudulent purposes or the avoidance of creditors.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form is for students (past & current) who are not employed by UNC Charlotte. UNC Charlotte employees must contact Human Resources to make biographical changes.



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## Required Documents and Information

### LEGAL NAME CHANGE - Provide us with:

- Current students:** Name change document confirmed by court, your current government-issued identification document with photo, or a signed social security card.
- Former or distance education students:** Name change document confirmed by court, your current government-issued identification document with photo, or a signed social security card. If sending via mail, include a **notarized** copy of your identification document.

**AND**

Copy of an official document indicating a change from your **FORMER** to your **CURRENT** name. The **FORMER** name on your UNC Charlotte records must match the former name on this document. Examples include:

- |   |   |
|---|---|
| <input type="checkbox"/> Certified copy of an official government-issued marriage certificate | <input type="checkbox"/> Naturalization papers                                    |
| <input type="checkbox"/> Legal name change decree – US city, county, or state court issued    | <input type="checkbox"/> Adoption decree – US city, county, or state court issued |
| <input type="checkbox"/> Divorce decree – US city, county, or state court issued              | <input type="checkbox"/> Passport   |

### LEGAL SEX CHANGE – Provide us with:

- Original or notarized copies of court documentation of legal sex change with photo identification or other state or federal identification with photo identification.

*If you have questions, please call the Office of the Registrar at 704-687-5505.*

### SOCIAL SECURITY NUMBER CHANGE - Provide us with:

- A copy of the new Social Security card with the new number and a photo ID.
- If mailing in your request, notarize this form requesting the Social Security number change and include a notarized copy of the new card and photo identification. Our office destroys copies of Social Security cards upon receipt and verification.

*If you have questions, please call the Office of the Registrar at 704-687-5505.*

### PREFERRED FIRST NAME:

Students wishing to change their **first name** may do so within Self-Service Banner.

*Please read about preferred first name changes at <https://ninercentral.uncc.edu/student-records-personal-information/preferred-first-name>*