



Demographic Information Update Form

Instruction Page

Complete this form to update:

- primary name
- telephone number
- permanent address
- e-mail address
- date of birth
- social security number
- emergency contact information

Note: Changes to your **name, date of birth** or **social security number** require official documentation.

Acceptable documents are:

- valid passport
- social security card
- valid driver's license or state ID card
- marriage certificate
- valid permanent resident card
- birth certificate
- divorce decree
- court-approved petition for name change
- valid alien registration card

Mail, fax, or email page two of the completed form along with a copy of required documentation to:

Office of the Registrar
University of Maryland University College
3501 University Boulevard East
Adelphi, Maryland 20783 USA

Fax number: 240-684-2005 or 240-684-2006

Email: saverifications@umuc.edu

Note: A physical signature is required on the form

Important Note About Online Classroom Usernames

This name change will not change your username used to access your online classroom, MyUMUC, and your student e-mail account. It will only change your display name and your name on the class roster in the online classroom.



Demographic Information Update Form

Last 4 of SSN or Complete Student ID Number*:

(Student ID can be found on your Student Portal: My Menu > My Info > Demographic Info)

*required

Name as it currently appears on your record:

Last:

First:

Middle:

Prefix: Suffix:

Name as it should appear on your record:

Last:

First:

Middle:

Prefix: Suffix:

Address:

Address 1:

Address 2:

Address 3:

City: State: Postal:

County: Country:

Phone numbers (include area code) and Primary e-mail address

Home:

Work:

Cell:

E-mail address:

Confirm e-mail:

Date of birth:

(MMDDYYYY)

Are you updating your Social Security Number? **Circle One: Y or N**
(If yes, please ensure acceptable documentation is included with this form)

I intend to continue to use the name indicated above consistently and have not adopted this name for any fraudulent purpose.

Signature: _____

Date: _____