



## 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
- military identification
- birth certificate
- divorce decree
- court-approved petition for name change
- valid alien registration card
- valid permanent resident card

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

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

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

You may also e-mail the completed PDF and required documentation to [saverifications@umuc.edu](mailto:saverifications@umuc.edu).

### Important Note About WebTycho Usernames

This name change will **not** change your username; it will only change your display name and your name on the class roster in WebTycho. Any changes to your WebTycho username during the semester will remove your edit access to all class work (including past classes) made with your old username. In other words, you will start the class as a new student: Although the old postings will be there, you will be unable to edit them, and in the case of saved and submitted Assignments, you will be unable to see them. Your old Portfolio will be replaced with a new, empty Portfolio for the "new student" (you) to begin filling up. Note that faculty members retain access to the old Portfolio for grading purposes.

We recommend that you wait to submit your username change paperwork to UMUC until you are not in the middle of taking or teaching a class. However, if you wish to request a username change mid-semester and accept the difficulties described above, please contact WebTycho Support at 888-360-UMUC (8682) or <http://support.umuc.edu>.



# Demographic Information Update Form

SSN or Student ID Number:

*(required; can be found on your Student Portal:  
My Menu > My Info > Demographic Info)*

**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 e-mail address:**

Home:

Work:

Cell:

E-mail address:

Confirm e-mail:

**Emergency contact information:**

Name:

Relationship:

Address 1:

Address 2:

Address 3:

City:  State:  Postal:

County:  Country:

Date of birth:  
*(MMDDYYYY)*

Social Security number:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Home:

Work:

Cell: