LONG ISLAND UNIVERSITY

REQUEST FOR CHANGE OF BIO-DEMOGRAPHIC DATA

INSTRUCTIONS:

1. Complete boxes 1 and 2.
2. Complete only those items that require an update. To correct your social security number, you must also provide a notarized copy of your original social security card. To change any other information (e.g., name, date of birth, address, gender, ethnicity, citizenship status, etc.) you must also provide a notarized copy of an official document (e.g., birth certificate, passport, driver's license, naturalization certificate, permanent resident card, marriage license, divorce decree, court order, etc.). **Documents uploaded electronically must be notarized**. You can also bring your documents to the Enrollment Services office on campus for an in-person review.
3. Sign and date the form in box 3 and submit in person at the Enrollment Services office on campus or through our online portal at https://apply.liu.edu/documents/Login.aspx.

CAMPUS: ☐ BROOKLYN ☐ POST ☐ HUDSON ☐ BRENTWOOD ☐ RIVERHEAD ☐ GLOBAL

1. NAME (AS IT CURRENTLY APPEARS IN SCHOOL RECORDS):	**2. STUDENT ID NUMBER:**
_____ LAST, FIRST, MIDDLE	_____ (IF YOU DO NOT KNOW YOUR ID#, ENTER SS#)
CORRECTED NAME: _____ LAST, FIRST, MIDDLE	***CORRECTED SOCIAL SECURITY NUMBER:*** _____
CITIZENSHIP UPDATE: COUNTRY: _____	***CORRECTED DATE OF BIRTH:*** ____/____/____ MONTH/DAY/YEAR
ADDRESS CHANGE: _____ NEW MAILING ADDRESS, CITY, STATE, ZIP CODE (COUNTRY IF REQUIRED)	
OTHER CHANGE: (e.g. PHONE #; ALTERNATE EMAIL; ETC.) PLEASE SPECIFY ITEM(S) TO BE CHANGED _____	***ETHNICITY OR GENDER UPDATE:*** _____
SUPPORTING DOCUMENTATION SUBMITTED (CLICK ALL THAT APPLY, ELECTRONIC DOCUMENTS MUST BE NOTARIZED): ☐ SSN CARD ☐ US PASSPORT OR BOOK ☐ US DRIVER'S LICENSE ☐ DIVORCE DECREE ☐ MARRIAGE LICENSE ☐ BIRTH CERTIFICATE ☐ NATURALIZATION CERTIFICATE ☐ PERMANENT RESIDENT CARD ☐ COURT ORDER ☐ OTHER: _____	
3. STUDENT SIGNATURE: I certify these changes are correct and have provided the proper supporting documentation (notarized if submitted electronically) for you to update my student record. **SIGNATURE:** _____ **DATE:** _____	

FOR OFFICE USE ONLY

Processed by: _____ Date: _____