

DATA CHANGE FORM INSTRUCTIONS

Complete the information on page 2 and submit the form along with required documentation by email to studentupdates@nova.edu, by fax to (954) 262-2915, in person to one of the One-Stop Shops located in the Horvitz and Terry Administration Buildings, or by mail to:

Nova Southeastern University, Attn.: Data Entry
3600 South University Drive, Fort Lauderdale, FL 33314

NSU employees must use the Office of Human Resources form nova.edu/hr/forms/change_of_name.pdf to request a name change.

Name Change

To change the name on a student's record, the Office of the University Registrar must receive copies of **two legal documents displaying the student's new name**.

Acceptable documents verifying a name change are:

- Social Security card (all U.S. residents)
- Passport (Non-U.S. residents without a Social Security card)

Plus one of the following:

- Certified Abstract of Marriage (only those containing the updated married name)
- Court Order (Final Judgment of Name Change or Final Judgment of Change of Name)
- Divorce decree that reinstates maiden name
- Driver's license or state issued identification card
- F-1 or J-1 Student Visa or Permanent Resident card
- Passport (U.S. resident)
- Permanent or Conditional Resident card
- Resident Alien card
- Uniformed Services Military ID card

Not acceptable documents include employee ID cards, marriage licenses, petitions for naturalization, petitions of name change, or professional license cards.

For more information, visit nova.edu/registrar/services/name-change.html.

Social Security Number Change

Submit a copy of your signed social security card along with your completed form.

Individual Taxpayer Identification Number (ITIN) Change

Submit a copy of your ITIN Assignment Letter along with your completed form.

Date of Birth Change

Submit a copy of one of the following along with your completed form: birth certificate, driver's license, certificate of naturalization, permanent resident card, passport, or uniformed service military ID.



ENROLLMENT AND STUDENT SERVICES
 OFFICE OF THE UNIVERSITY REGISTRAR
 3301 College Avenue
 Fort Lauderdale, Florida 33314-7796
 (954) 262-7200 | 800-541-6682 | Fax: (954) 262-2915

DATA CHANGE FORM

Student Name: _____ NSU ID: N _____

Please make the following changes to my records:

Name* Address Phone Email Other Date of Birth*

Social Security Number* Individual Taxpayer Identification Number (ITIN)*

**Requires copies of official documentation (Please see page 1 for instructions.)*

Current Information	New Information (PRINT)
	Name change: _____ <div style="text-align: center; margin-left: 100px;"><i>Last</i></div> <div style="text-align: center; margin-left: 100px;">_____</div> <div style="text-align: center; margin-left: 100px;"><i>First</i></div> <div style="text-align: center; margin-left: 100px;">_____</div> <div style="text-align: center; margin-left: 100px;"><i>Middle</i></div> <hr style="border-top: 1px dashed black;"/> All other changes: _____

NSU employees must use the Office of Human Resources form www.nova.edu/hr/forms/change_of_name.pdf to process a name change.

This document [may be signed electronically](#) in the space indicated below. By signing this document electronically using Adobe Reader, Mac Preview, or the Microsoft Edge Browser, you are representing that you intend and agree that such electronic signature shall have the same binding effect as a handwritten signature, for purposes of validity, enforceability, and admissibility of this document. Any method of electronic signature other than as above-described may not be acceptable to NSU.

Student Signature: _____ Date: _____

Submit this completed form and supporting documentation to studentupdates@nova.edu or refer to the instructions above for alternative means of submission.