

DATA CHANGE FORM INSTRUCTIONS

The Office of the University Registrar requires supporting documentation to update certain types of data on your student record. Use this form for changes to your:

- Name
- Date of Birth
- Individual Taxpayer Identification Number (ITIN)
- Citizenship
- Social Security Number
- Gender
- Other

Changes to your address, telephone number, or personal email, can be made in your profile in SharkLink. If you do not have SharkLink access, select the “other” category on this form to request those changes.

See below for the type of supporting documentation required for your change request.

Name Change

To change your name on your student record, you must submit copies of **two legal documents** displaying your new name.

1. Acceptable documents verifying a name change are:

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

2. 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.

NSU employees must use the [Office of Human Resources form](#) to request a name change.

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.

Citizenship Change

Submit a copy of one of the following along with your completed form:

- Passport
- Passport card
- Certificate of citizenship
- Certificate of naturalization
- Permanent resident card (Green Card)

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 (Green Card)
- Passport
- Uniformed service military ID

Gender Change

Many requests for gender changes go together with a request for a name change. If you are submitting a copy of a court order, driver's license, birth certificate, or passport indicating your new gender as part of your name change request, no additional documentation is required as long as you mark both the name change and the gender change request on the form. If you are not requesting a name change, or your name change request does not include any of the documents, submit a copy of one of the following indicating your new gender.

- Birth certificate
- Driver's license
- Court order
- Passport

Other Change

On the Data Change Form, state the nature of the change you wish to request on your student record. If you wish to update your marital status, you must submit a copy of your marriage license and/or divorce decree.



ENROLLMENT AND STUDENT SERVICES
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(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 ☐ Date of Birth ☐ Gender ☐ Citizenship ☐ Other
- ☐ Social Security Number ☐ Individual Taxpayer Identification Number (ITIN)

Current Information	New Information (PRINT)

Additional Comments: _____

Student Signature: _____ Date: _____

This document may be signed electronically in the space indicated above. 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.

Submit this completed form with supporting documentation by email to studentupdates@nova.edu, by fax to (954) 262-2915, or deliver in person to a One-Stop Shop located in the Horvitz and Terry Administrations Buildings. You may also mail this form to: Nova Southeastern University, Attn.: Data Entry, 3600 University Drive, Fort Lauderdale, FL 33328.