



# University Student Records Demographic Change Form

**Submitting Instructions:** Send completed and approved form, by NMSU email, to University Student Records at vrecords@nmsu.edu or by fax to (575)646-1579. For questions or additional information on this form please call University Student Records at (575) 646-3411.

(Forms sent electronically from a non-nmsu.edu email account or if required supporting documentation is missing your request will not be processed.)

Student Information			
Aggie ID Number:	Last Name, First Name, Middle Initial:		
Telephone Number:	NMSU Email Address:	This is my graduating semester:	Currently Enrolled:
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Check each category that applies:

<input type="checkbox"/> Legal Name Update (Option Only for Currently Enrolled Students)
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 2px;">Previous Legal First, Middle, Last Name on Record:</div> <div style="width: 45%; border: 1px solid black; padding: 2px;">Updated First, Middle, Last Name:</div> </div> <p><b>Supporting Documentation Required</b> (Original or certified copy of <b>one</b> of following):</p> <ul style="list-style-type: none"> <li>• Government Issued ID (driver license, state ID card, valid passport)</li> <li>• Birth Certificate</li> <li>• Court Order/ Divorce Decree (must show change to new name)/ Marriage Certificate</li> <li>• Certificate of Naturalization/ Permanent Resident Card/ Visa</li> </ul> <p><u>Note:</u> Documentation is not required to add/delete hyphen, space, apostrophe, or to abbreviate a middle name to initial.</p>

<input type="checkbox"/> First Generation Status Update (please select one)
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; width: 30%;">Parent/Guardian NOT College Graduate: <input type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px; width: 30%;">Parent/Guardian College Graduate NOT from NMSU: <input type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px; width: 30%;">Parent/Guardian NMSU Graduate (Alumni): <input type="checkbox"/></div> </div>

<input type="checkbox"/> Social Security Number Update
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 2px;">Previous Social Security Number:</div> <div style="width: 45%; border: 1px solid black; padding: 2px;">Updated Social Security Number:</div> </div>

<input type="checkbox"/> Change of Citizenship
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 2px;">Previous Legal Citizenship:</div> <div style="width: 45%; border: 1px solid black; padding: 2px;">Updated Legal Citizenship:</div> </div> <p><b>Supporting Documentation Required:</b> (Original or certified copy needed)</p> <ul style="list-style-type: none"> <li>• Certificate of Naturalization or I551 Card</li> </ul>

<input type="checkbox"/> Legal Sex Update
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 2px;">Previous Legal Sex:</div> <div style="width: 45%; border: 1px solid black; padding: 2px;">Updated Legal Sex:</div> </div> <p><b>Supporting Documentation Required:</b></p> <ul style="list-style-type: none"> <li>• Government Issued ID (driver license, state ID card, valid passport)</li> <li>• Revised Birth Certificate</li> </ul>

Use of the legal name will continue to be required for certain documents, including but not limited to, payroll records, billing records, financial aid documents, official transcripts, diplomas, medical records, and federal immigration documents. However, whenever reasonably possible, "preferred name" will be used.

My signature certifies that this request is accurate and not intended for fraudulent purposes.

\_\_\_\_\_  
Student Signature (\*Please sign with updated name if applicable\*)

\_\_\_\_\_  
Date