



University Student Records Office

Demographic Change Form

(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:

Name Update (Option Only for Currently Enrolled Students)

Previous Legal First, Middle, Last Name on Record:	Updated First, Middle, Last Name:
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Supporting Documentation Required (Original or certified copy of **one** of following):

- Government Issued ID (driver license, state ID card, valid passport)
- Birth Certificate
- Court Order/ Divorce Decree (must show change to new name)/ Marriage Certificate
- Certificate of Naturalization/ Permanent Resident Card/ Visa

Note: Documentation is not required to add/delete hyphen, space, apostrophe, or to abbreviate a middle name to initial.

Social Security Number Update

Previous Social Security Number:	Updated Social Security Number:
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Supporting Documentation Required:

- Updated, signed Social Security Card

Change of Citizenship

Previous Legal Citizenship:	Updated Legal Citizenship:
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Supporting Documentation Required: (Original or certified copy needed)

- Certificate of Naturalization or I551 Card

Gender Update

Previous Gender:	Updated Gender:
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Supporting Documentation Required:

- Government Issued ID (driver license, state ID card, valid passport)
- Revised Birth Certificate

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

Date