



Change of Biographical Information

Student J# _____

Current students who need to update their social security number may do so by submitting a copy of their social security card and valid photo ID such as your driver's license or state ID to the Office of the Registrar and Records.

For changes to your birthdate, please scan and attach a copy of your birth certificate and valid photo ID to your JSU email before electronic submission to the Office of the Registrar and Records.

Before completing this PDF, please save this document to your computer. Then, save the completed form before attaching the form to an email.

You must attach this completed application and supporting documents to your email before electronic transmission to the Office of the Registrar and Records. To protect the privacy of your records and FERPA compliance, students must use the assigned JSU email account for official business.

***Forms submitted without the above requested supporting document(s) will not be processed.**

Screenshots are unacceptable formats not recognized by the system. All electronic documents must be scanned before electronic transmission.

Students receiving payroll checks must file a separate request with the Human Resources Office.

Current Name (as it appears in the system)

Last Name _____

First Name _____

Middle Name _____

Social Security Number _____

Date of Birth _____

Student Signature _____ **Date** _____

Please return this form to the registrar's office via the methods noted below. For electronic submissions, use your JSU email account to submit this form.

Processed by: _____

Date _____

5/10/2023