



Student Information Change Request  
Name, Address, and Social Security Number

Office of the Registrar • 36600 Schoolcraft Road • Livonia, MI 48150-1176  
(734)432-5400 • Fax (734)432-5405 • registrar@madonna.edu

<b>Name:</b>	<b>ID#:</b>	<b>Date of Birth:</b>
--------------	-------------	-----------------------

All requests to change names and social security numbers must be made in writing with accompanying legal documentation (marriage license, court order, etc.) showing both the previous and new name. A driver's license is not sufficient. An address change can be made online or in writing.

**Please Note: student employees must also change their address in Human Resources.**

### Name Change

<b>From: (last)</b>	<b>(first)</b>	<b>(middle)</b>
<b>To: (last)</b>	<b>(first)</b>	<b>(middle)</b>

Please note, if you are a current student, your MU email address will be changed to reflect your new last name. You will receive information about your new address, and how to begin using it, from our MU help desk.

### Social Security Number Change

<b>Old SSN:</b>	<b>New SSN:</b>
-----------------	-----------------

### Address Change

<b>Old Address:</b> (number and street name):			
(apt./PO Box)	(city)	(state)	(zip code + 4)
<b>New Address:</b> (number and street name):			
(apt./PO Box)	(city)	(state)	(zip code + 4)
<b>Home phone:</b>		<b>Cell phone:</b>	

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only (date and initial when completed):	
Name Change (system, current registration forms, student file, fische)	_____
Address Change	_____
SSN Change	_____