

Biola University
PERSONAL INFORMATION UPDATE FORM
For student, alumni, faculty and staff information changes or updates

Office Use Only	
Updated By	Forwarded To
Name:	Office:
Date:	Received:
Office:	Processed:

Please provide the following information:

Name: _____

Biola ID# or SSN: _____

Your Signature (this authorizes changes) _____

Please check all that apply:

- Current Biola Student
- Current Biola Employee (non-student workers)
- Former Biola Student/Alumni

What do you wish to do:

- Address Change** – Fill out **section 1** to change your address(es)
- Telephone Change** – Fill out **section 2** to change your telephone number(s)
- Name or SSN Change** – Fill out **section 3** to change your name or SSN

Section #1 – Address Change

To update your address please complete the information requested below. All F1 visa students must have a permanent US street address on file.

Please check all that apply:

- Permanent Mailing Address**
- Student Off Campus Local Address***
- Student Billing Address
- Student Foreign Address****

**Permanent Address cannot be a Biola Address, cannot be a PO Box for F1 visa students.

*** Local Address cannot be a PO Box for F1 visa students.

****F1 Visa Students only

Street Address Line 1

Street Address Line 2

City or Region

U.S. State or Canadian Province

Country

Zip Code

Section #2 – Telephone Change

To change your telephone or provide an alternate number please complete the information requested below.

Permanent Phone: (_____) _____ - _____

Cell Phone: (_____) _____ - _____

Section #3 – NAME/SSN CHANGE

(Name changes for alumni do not apply to transcripts or diplomas)

To change your name please complete the information requested below. To change your SSN please write you correct SSN below. For both name and social security changes you must also provide official documentation in the form of a valid Social Security Card plus an additional valid alternate identification (options below).

Check one of the following alternate ids

- Drivers License
- Passport
- Marriage Certificate/License
- Military ID

Incorrect/Prior SSN: _____ **Correct/New SSN:** _____

CURRENT NAME (Full Legal Name or Name Attended As)

First: _____

Middle: _____

Last: _____

NEW NAME (Full Legal Name)

First: _____

Middle: _____

Last: _____