

Update Personal Information

This form is to update my: Legal Name Address Phone Number

- For a change in your legal name, you must personally deliver, fax, or mail a copy of your new social security card and driver's license or other form of valid ID with this form.
- If you wish to use a Preferred Name, please review the University's [Preferred Name Policy](#).

I am best described as a:

Current Student (undergraduate, MAP, or graduate; this includes student employees)

Former Student (attended or graduated)

Employee (current or former, but not student employees)

Prior Personal Information

Legal Name: _____

Street: _____ 2nd Line: _____

City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____

Updated Personal Information

Legal Name: _____

Street: _____ 2nd Line: _____

City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____ OK to text? _____

Effective Date to use updated information: _____

Your Signature

Today's Date

RETURN FORM TO:

- For **current or former students**, the Registrar's Office, 260 Stadium Drive, Montgomery Hall 119, New Concord, OH 43762 or registrar@muskingum.edu or fax to 740-826-8196; or
- For **current or former employees**, the Human Resources Office, 260 Stadium Drive, Montgomery Hall 16, New Concord, OH 43762 or hr@muskingum.edu or fax to 740-826-6131

To avoid fraudulent updates to your personal information, someone from the Registrar's Office or Human Resources Office may contact you, especially if this form is returned electronically.