

Request to Change or Correct Records

A student can change personal information relevant to their permanent record in the Records area of the Registrar's Office. Identification is required for all changes, and legal documentation is required in some cases. Detailed information regarding required legal documentation can be found at Registrar.unt.edu.

For assistance, contact Registrar Records by calling (940) 565 - 2369, emailing Registrar.Records@unt.edu, or visiting Eagle Student Services Center 209.

Student ID (8 digits): Student First Name: Student Middle Name: Student Last Name: Date:

Please check the box next to the item(s) you wish to update:

Update Date of Birth:

Update Gender Marker:

Update Social Security Number:

Street Apt # City State Zip

Update Mailing Address:

Update Legal Name:	Former First Name	Former Middle Name	Former Last Name
	New First Name	New Middle Name	New Last Name

Add Emergency Contact:	EC First Name	EC Last Name	Relationship		
	EC Street	EC Apt #	EC City	EC State	EC Zip

Student Signature:

Once signed, use the provided **SUBMIT** button to send the form as an attachment to the Records Department via email. You can then attach additional documents to the email, such as any required identification or legal documentation.

Please note that any legal documentation submitted via email must be notarized to certify they are unaltered copies of the original legal documents.