

**Office of Academic Records and Registration**  
**NOTICE OF INFORMATION CHANGE**

*This form is intended for current matriculated students to use to update certain legal and preferred biographical information.*

\_\_\_\_\_  
Effective Date of Change(s)

\_\_\_\_\_  
Current Name on Record

\_\_\_\_\_  
ID #

**Change of Legal Information**

All changes in this section require copies of legal documentation (i.e. documentation from Social Security).

**Name:** \_\_\_\_\_  
First Middle (if applicable) Last

**Social Security Number:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Change of Preferred Information**

Preferred name will appear in student information databases across campus (e.g. MyWheelock, Moodle, ID Cards, Public Safety, Mail Room). Legal name will remain on the academic transcript, financial aid and billing documentation. Current students may submit address changes through MyWheelock under the MyAcademics tab.

**Name:** \_\_\_\_\_  
First Middle (if applicable) Last

**Gender:** \_\_\_\_\_ Check to request email address change:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Please return this form to Academic Records and Registration, ACW 1<sup>st</sup> floor or scan and email to registrar@wheelock.edu*

Completed \_\_\_\_\_ rev 7/17