Print

Reset

Information Change Form – Kansas State University – Registrar's Office

iSIS____ RO Staff_____

OLD INFO

Student ID Number	Last Name	First Name	Middle	Birthdate (mm/dd/yyyy)

Please PRINT the old information above.

FILL IN ONLY THE CHANGED INFORMATION BELOW

NEW INFO

NAME: _____ _____ _____
Last First Middle

STUDENT ID NUMBER: _____

MARITAL STATUS: ○ Married ○ Single

OTHER: _____

PERMANENT ADDRESS (term mailing address)
This can be updated in iSIS

STREET _____

CITY/STATE/ZIP _____

TELEPHONE _____

LOCAL ADDRESS (Address while attending K-State)
This can be updated in iSIS.

STREET _____

CITY/STATE/ZIP _____

TELEPHONE _____

EMERGENCY NOTIFICATION INFORMATION
This can be updated in iSIS.

NAME _____

RELATION _____

STREET _____

CITY/STATE/ZIP _____

TELEPHONE _____

_____ _____
SIGNATURE DATE

If your name, student ID number, or marital status changes, the Registrar's Office must update your iSIS record. Please follow the directions below:

1. Print your "OLD INFO" in the designated areas (Student ID Number, full name, and date of birth).
2. Fill out the "NEW INFO" section with the information that has changed.
3. Attach proof of your changed name or social security number by submitting:
   • a copy of a photo ID such as your driver's license or K-State ID
   AND
   • a copy of your marriage license, divorce decree, or social security card
   If you are no longer a current student, your name can only be changed on your student record by a court order or divorce decree.
4. Sign and date the form in the designated area (required).
5. Fax to: 785-532-5599
   OR
6. Mail to: Registrar's Office/Records
   118 Anderson Hall
   Kansas State University
   Manhattan, KS 66506

If you are a current student with access to iSIS, you can update your address information in iSIS.
If you are a former student without access to iSIS, you may use this form to update your address information.