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

Currently enrolled and former students may change the name on their institutional records by completing the Information Change Form. If your name, student ID number, or marital status changes, the Registrar's Office updates your student 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 a copy of photo identification* and one of the following types of official documentation that denotes the legal name: **Photo ID can be student ID, Driver's License, or Passport*
   - Copy of a marriage license
   - Copy of court order, or divorce decree reflecting the new name in full
   - Current passport (Can serve as both ID and official documentation)
   - Driver's License (Can serve as both ID and official documentation)
   - Social Security Card
4. Sign and date the form in the designated area (required).
5. Fax to: 785-532-5599 (Manhattan) 785-826-2948 (Salina) OR
6. Mail to: Registrar's Office/Records
   118 Anderson Hall
   Kansas State University
   Manhattan, KS 66506

   Salina Registrar's Office
   2310 Centennial Rd
   Kansas State University Salina
   Salina, KS 67401

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