

Student Data Information Change Form

Office of the Registrar

NAME CURRENTLY ON RECORD:

Last Name, First Name, MI	WID (found in the upper left corner of your ID card)
K-State Email:	Phone:
If you attended K-State prior to 2008 please provide an Alternative E-mail address below:	Date:

If you are a current student with access to KSIS, this is not the process to update your address and this form will be returned to you. Please visit the [Adding a New Address in KSIS Help Page](#) for assistance in making changes to your information.

If you are a former student without access to KSIS, you may utilize this form for an Address Change.

FILL IN ONLY THE CHANGED INFORMATION BELOW

BOTH PAGES & Additional Documentation MUST BE RETURNED TO BE CONSIDERED COMPLETE

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 Current Passport

Email or Mail Form and Documentation to:

registrar@ksu.edu
Office of the Registrar
118 Anderson Hall
Manhattan, KS 66506

salinaregistrar@ksu.edu
Salina Registrar's Office
2310 Centennial Rd
Salina, KS 67401

NAME CHANGE:

Marriage Certificate

Divorce Decree

Court Ordered-Documentation

New Name: Last: _____ First: _____ Middle: _____

SOCIAL SECURITY NUMBER:

Social Security Card (must be signed)

W-2

SSA-1099

Any 1009

Other: _____

Reason for Change: _____

Current SSN: _____

Updated SSN: _____

GENDER CHANGE:

Court Order

Birth Certificate

Driver's License/State ID

Passport/VISA

Current Gender

Female

Male

Change To

Female

Male

Another Legal Sex

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DATE OF BIRTH CHANGE:

	Birth Certificate	Driver's License/State ID	Passport/VISA
Current DOB	_____		
Change DOB To	_____		

ADDRESS CHANGE (former K-State Students – prior to 2008 ONLY):

If you are a current student with access to KSIS, this is not the process to update your address and this form will be returned to you. Please visit the [Adding a New Address in KSIS Help Page](#) for assistance in making changes to your information.

If you are a former student without access to KSIS, please fill out the information below:

	Home	Mail	Degree/Diploma	Permanent
Address Currently in KSIS:	_____			
	Street		City, State, Zip Code	County
Update Address To:	_____			
	Street		City, State, Zip Code	County

PRIVACY NOTICE:

Please be aware that Kansas State University will be processing your personal data.

K-State will be processing your personal data because it furthers K-State's performance, or preparation for performance, of a contract or agreement to provide educational and other services to you, or because you have consented to that processing. Kansas State's Privacy Notice and Request for Consent (<http://www.k-state.edu/registrar/students/gdpr/index.html>) details the nature and purposes of that processing.

Kansas State's Privacy Notice and Request for Consent also sets forth in detail your rights with regard to Kansas State's processing of your personal data. These rights may include the right to request access to your personal data and the rectification of inaccurate data, the erasure, or the restriction of processing of your data in certain circumstances. You may exercise these rights by contacting Kansas State using the following email address: gdpr@ksu.edu.

Please read K-State's Privacy Notice and Request for Consent (https://www.k-state.edu/registrar/ferpa_main/ferpa_annualnotif/index.html) carefully. Your signature below will serve as your written consent.

STUDENT SIGNATURE

DATE