

Student Data Information Change Form

Office of the Registrar

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

OLD INFO

Student ID Number	Last Name	First Name	Middle	Birthdate (mm/dd/yyyy)
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FILL IN ONLY THE CHANGED INFORMATION BELOW

NEW INFO (to be updated):

NAME: _____
 Last First Middle

STUDENT ID NUMBER: _____

MARITAL STATUS: Married Single

Date of Birth: _____

OTHER: _____

PERMANENT ADDRESS (term mailing address)

This can be updated in KSIS

STREET _____

CITY/STATE/ZIP _____

TELEPHONE _____

EMERGENCY NOTIFICATION INFORMATION

This can be updated in KSIS

NAME _____

RELATION _____

STREET _____

CITY/STATE/ZIP _____

TELEPHONE _____

LOCAL ADDRESS (Address while attending K-State)

This can be updated in KSIS

STREET _____

CITY/STATE/ZIP _____

TELEPHONE _____

Please follow the directions below – **BOTH PAGES 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 Passport

- Copy of a marriage license
- Social Security Card
- 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)

Email or Mail to:

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

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

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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 (<http://www.k-state.edu/registrar/students/gdpr/index.html>) carefully. Your signature below will serve as your written consent.

STUDENT SIGNATURE

DATE