OFFICE OF STUDENT ASSISTANCE
GENERAL CHANGE FORM / NAME CHANGE FORM

STUDENT ID NUMBER
LAST NAME
FIRST NAME
MIDDLE

If this is a new address/phone #, please indicate what you would like to be updated on your record
☐ Address
☐ Telephone

STUDENT ID NUMBER
LAST NAME
FIRST NAME
MIDDLE

If this is a new address/phone #, please indicate what you would like to be updated on your record
☐ Address
☐ Telephone

STREET ADDRESS/P.O. BOX
CITY
STATE
ZIP

DAY TELEPHONE NUMBER
EVENING TELEPHONE NUMBER
MOBILE/CELL NUMBER
E-MAIL ADDRESS

Please check appropriate boxes

LEVEL:
☐ Undergraduate (01)
☐ Graduate (02)

HOME CAMPUS:
☐ New York (1)
☐ Pleasantville (2)
☐ White Plains (3)

Have you previously received a Pace Degree?
☐ No
☐ Yes
Date Received

PLEASE NOTE: ORIGINAL documentation must be provided to substantiate this application.

SOCIAL SECURITY CHANGE

ALL of the following documentation is required: Social Security Card and Picture ID.

CURRENT

NEW

MARITAL STATUS CHANGE

ALL of the following documentation is required: Marriage Certificate or Court Divorce Document.

CURRENT

NEW

☐ Single
☐ Married
☐ Divorced
☐ Widow

☐ Single
☐ Married
☐ Divorced
☐ Widow

GENDER CHANGE

ALL of the following documentation is required: Court Document.

CURRENT

NEW

Male ☐
Female ☐

Male ☐
Female ☐

PREFERRED NAME

NO documentation is required.

CURRENT

NEW

NAME CHANGE

ALL of the following documentation is required: Social Security Card, Picture ID and ONE of the following: Marriage Certificate, Naturalization Papers, Court Document, or Court Divorce Document

CURRENT

NEW

NOTE: Your University e-mail account will not change; however, if you wish your e-mail name updated, please check here ☐

Student/Alumnus Signature

Date

FOR OFFICE USE ONLY

☐ UPDATE SPAIDEN
☐ DOCUMENTATION COPY ATTACHED
☐ TICKET CREATED AND SENT TO ITS
☐ COPY INTEROFFICED TO CAMPUS DIRECTORS OF FINANCIAL AID

ORIGINAL WITNESSED
ENTERED BY

OSA ADVISOR
DATE
OSA ADVISOR
DATE

Page 1 of 1
Last Updated 10/2014