

Biola University
Personal Information Update Form
For student, alumni, faculty, and staff information changes or updates

| Office Use Only | |
|-----------------|------------------|
| Updated By | Forwarded To |
| Name: _____ | Office: _____ |
| Date: _____ | Received: _____ |
| Office: _____ | Processed: _____ |

Please provide the following information:

Name: _____

Biola ID# or SSN: _____

Your Signature (authorizing the change): _____

Please check all that apply:

- Current Biola Student
- Current Biola Employee (non-student workers)
- Former Biola Student/Alumni

I wish to update my:

- Address(es)
- Name
- Social Security Number
- Telephone number(s)

Address Update

To update your address, please complete the information requested below. All F1 visa students must have a permanent US street address on file.

Please check all that apply:

- Permanent Mailing Address**
- Student Off Campus Local Address***
- Student Billing Address
- Student Foreign Address****

**Permanent Address cannot be a Biola Address, cannot be a PO Box for F1 visa students.

***Local Address cannot be a PO Box for F1 visa students.

****F1 visa students only

Street Address Line 1

Street Address Line 2

City or Region

U.S. State or Canadian Province

Country

Zip Code

Name Update

*To change your name, please complete the information requested below. You must provide a **copy of your Social Security Card** **AND** one of the following:*

- Drivers License
- Passport
- Marriage Certificate/License
- Military ID

FORMER NAME (Full Legal Name or Name Attended As)

First: _____

Middle: _____

Last: _____

NEW NAME (Full Legal Name)

First: _____

Middle: _____

Last: _____

Social Security Number Update

*To update your Social Security Number, please complete the information below. **You must provide a copy of your Social Security card.***

Prior/Incorrect SS#: _____

New/Correct SS#: _____

Telephone Update

To change your telephone or provide an alternate number, please complete the information requested below.

Permanent Phone: (_____) _____ - _____

Cell Phone: (_____) _____ - _____