

STUDENT NAME & ADDRESS CHANGE



OFFICE OF THE REGISTRAR

11000 University Parkway, Bldg 18 Pensacola, FL 32514
Telephone: 850.474.2244 Fax: 850.473.7345
registrar@uwf.edu

INSTRUCTIONS TO STUDENT:

- Use the [Contact and Privacy Information app](#) in [MyUWF](#) to update contact information online, like address and phone number.
- This form does NOT change your address for PAYROLL purposes. Payroll addresses can be updated using the Contact & Privacy Information app in [MyUWF](#) or by completing Form W-4 and submitting it to the Payroll Office in Building 20E.
- Students needing assistance with their MyUWF accounts, should contact the ITS HelpDesk at (850)474-2075.
- Present and past UWF Employees should NOT use this form to request a name change. Employees should update their information with Human Resources in Building 20E.

Student/Employee ID Number:

Please answer the following question:

Are you currently employed OR have you ever been employed by UWF?

Yes No

NAME CHANGE

Permanent academic records of the University of West Florida shall reflect my name as (two documents are required, and the names on both must match: (1) Please provide a SIGNED copy of your social security card with the appropriate name AND (2). A copy of a government issued ID such as a driver's license, passport, or state-issued ID card OR a court order.)

Last First Middle

The permanent academic records *previously* reflected my name as:

Last First Middle

ADDRESS CHANGE

All students (current AND former) should change/update address information using the "[Contact and Privacy app](#)" found in [MyUWF](#). Changes to Diploma mailing address should be emailed to graduation@uwf.edu.

STUDENT SIGNATURE

Signature Field

Date:

OFFICE OF THE REGISTRAR

Comments: _____

DATE RECEIVED: _____ PROCESSED BY: _____