

Change of Demographic Data Instructions

In order for students to have their records reflect the most up-to-date information a “Change of Demographic Data” form must be filled out and returned to the Registrar’s Office along with copies of the appropriate supporting documentation. Students may use this form to update their name, Social Security Number and date of birth.

If you are currently employed by the University please read section 2.

1) What qualifies as supporting documentation?

To change your name: marriage certificate, divorce decree, birth certificate, social security card, naturalization papers AND a valid driver’s license, state ID or passport with the updated name reflected on the photo ID.

To change your social security number: social security card AND a valid driver’s license, state ID or passport.

To change your date of birth: valid driver’s license, state ID or passport.

2) Reasons the Registrar’s Office would not be able to process your request:

- If you are a current employee of the University you must contact your hiring unit to update your record.
- If you a current student employee at the University you must contact the Student Employment Office to update your record.
- If you are receiving an assistantship (i.e. teaching, research, graduate, etc) from a department at the University you must contact said department to update your record.
- If you have been associated with the University in any of the aforementioned scenarios within the last 18 months please follow those specified directions.

3) How to fill out the form:

The top portion of the form must be filled out in its entirety and should reflect the information that is currently displayed in your student record. (If you do not know your University Identification Number (UIN) you may simply indicate your Social Security Number.)

The bottom portion of the form should only reflect the change that is to be made to your record (i.e. if your date of birth needs to be corrected the only information that should be populated on the bottom of the form is the Date of Birth field reflecting the corrected information) as well as your signature and the date.

Once you have filled out the “Change of Demographic Data” form please return it, a copy of your legal documentation and a copy of your photo ID to the following address:

Office of the Registrar, MC 018
University of Illinois at Chicago
1200 West Harrison St.
Chicago, IL 60607-7161
Attn: Registration

Once the Registrar’s Office has received your request your record will be updated within two business days. If you would like to verify the receipt of your “Change of Demographic Data” form and check the status of your record you may contact the Registration Helpline at 312-996-8600. The Office is open Monday through Friday, 830a-5p.