



Address/Personal Data

<i>Enter your name as it currently appears on your Social Security Card.</i>					
Last Name:		First Name:		Middle Name:	
Social Security Number:		Department:			
Personal Information - Complete only data to be changed.					
Any change in NAME, CITIZENSHIP or DATE OF BIRTH should also be reported to the SOCIAL SECURITY ADMINISTRATION.					
<ul style="list-style-type: none">• NAME: Attach a copy of one of the following: Social Security Card, Marriage/Divorce Certificate or Driver's License.• SOCIAL SECURITY NUMBER: Attach a copy of your Social Security Card.• VISA or CITIZENSHIP STATUS: Complete and attach a new Form I-9 or documentation that the I-9 was completed and updated at a Regional I-9 Center.• DATE OF BIRTH: Attach a copy of one of the following: Birth Certificate, Driver's License or Passport.• RACE: For corrections to Race, complete and attach form HR62002.• GENDER: For changes/corrections to Gender, attach a copy of one of the following: Birth Certificate, Driver's License or Passport.					
Last Name:		First Name:		Middle Name:	
Social Security Number:		Date of Birth:		Citizenship Status:	
Visa Status Changing from:		Visa Status Changing to:		Country of Citizenship:	
Education (Level of completed education is NOT automatically updated. Please attach a copy of transcript or degree)					
Highest Degree/Diploma:		Year Obtained:		Major:	
Home Address (Your W-2 is mailed to this address.)					
Number, Street and Apartment Number:				City:	
State:		Zip Code:		Country:	
Telephone:			Effective Date of Change:		
Campus Address					
Department:		Room/Building		City:	
State:		Zip Code:		Telephone:	
Signature :					Date:

Sign and date this form and submit to the Human Resources Department at hr@na.edu.