

# Changing Your Personal Information

## Address and Telephone Number

- Go to: [my.pitt.edu](http://my.pitt.edu)
- Click on: Student Center Login
- Click on: Self Service
- Click on: Student Center
- Select: Address in the drop down menu under Personal Information
- Click on: Edit and enter your new address

## Name and Social Security Number

- Complete the form below
- Include pertinent documentation with this form
  - Documentation for Name Change requires a copy of marriage license, birth certificate, court order, or divorce decree
  - Change of Social Security Number requires a copy of your Social Security card
- Send to the Office of the Registrar by fax, mail, or e-mail as an attachment

For more information or assistance, contact us at:

### **Office of the Registrar**

University of Pittsburgh at Titusville  
PO Box 287  
Titusville, PA 16354

E-mail: [uptreg@pitt.edu](mailto:uptreg@pitt.edu)

Phone: 814-827-4482

Fax: 814-827-5405



# UNIVERSITY OF PITTSBURGH AT TITUSVILLE

## NAME/SSN/ADDRESS CHANGE FORM

Previous Last Name	First Name	Middle Initial
Student ID Number	XXX – XX – _____	Social Security Number
E-mail address		

**Name Change**

New or Current Last Name	First Name	Middle Initial
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**Name Change requires a copy of your Social Security Card, official court order, birth certificate, or divorce decree**

**Change in Social Security Number**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Accurate Social Security Number

**Change in Social Security Number requires a copy of your Social Security Card**

**Address/Phone Number Change**

New Address

New Phone Number

Is this a change in your Permanent Home Address?    Yes     No

Is this where you wish to receive all campus mail?    Yes     No

**Signature Required**

Signature of Student	Date
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**Completed forms should be submitted to the Office of the Registrar.**

**Mailing address:**  
 Office of the Registrar  
 University of Pittsburgh at Titusville  
 PO Box 287  
 Titusville, PA 16354

**Fax number:** (814) 827-5405

<b>Office Use Only:</b>
Date Received _____
Date Processed _____