



Use this form update your primary and/or preferred name, legal sex, address and/or SSN as they appear in my.hpu.edu.

Submit form and supporting documentation (if applicable):

In person: Student Services Center - Registrar's Office 500 Ala Moana Blvd #5A, Honolulu, HI 96813

Email: Form and documentation accepted only from your @my.hpu.edu email address to registrar@hpu.edu

Mail: Form and documentation must be notarized sent to HPU Registrar's Office, 500 Ala Moana Blvd, Ste 5A, Honolulu, HI 96813

REQUIRED: CURRENT STUDENT INFORMATION

Form fields for current student information: LAST NAME AT TIME OF ATTENDANCE, FIRST NAME, SUFFIX, MIDDLE, STUDENT ID #, DATE OF BIRTH, PHONE, EMAIL

NAME UPDATE REQUEST

UPDATE PREFERRED FIRST NAME

Delete Preferred First Name

Preferred First Name

UPDATE LEGAL NAME

Form for legal name update with columns: Prefix Last Name, Suffix First Name, Middle Name/Initial. Includes sub-sections for Name Type to change, Changes, and Documentation provided.

LEGAL SEX UPDATE REQUEST

Legal sex that should now appear on record (documentation required):

Male Female

Documentation provided (Must Provide 2):

Birth certificate, Valid Driver's License, Court order legalizing the change, Passport reflecting the legal sex

ADDRESS UPDATE REQUEST

Form for address update with fields: Address type (Mailing, Permanent), Street, Apt/Floor, City, State, Zip Code

SSN UPDATE Must provide original or copy of Social Security Card; SSN updates should be conducted in person if at all possible.

New or corrected SSN (provide only those digits needing correction i.e.: 402-XX-XXXX, XXX - 23-XXXX, XXX-XX-4295)

I affirm that the information provided on this form is complete and true. I certify that I am responsible for changes made to my personal information and understand that furnishing false information on this form may result in cancellation of admission, registration, or both.

Signature and date fields: STUDENT SIGNATURE (DIGITAL SIGNATURES NOT ACCEPTED), DATE

REGISTRAR'S OFFICE USE ONLY PROCESSED BY: DATE: