

**Return to:**

Oregon Tech Office of the Registrar
3201 Campus Dr Klamath Falls, OR 97601
T (541) 885-1300 | registrar@oit.edu

Biographical Changes Request

Legal Name, Race, Social Security Number, Legal Sex, Preferred Name

In-person requests require this form with all original documents required. Mailed requests require notarized copies of your documents to be sent to the address above. **NOTE: Forms are not accepted by fax or email.**

Name (as it currently appears in Oregon Tech's system) _____

Oregon Tech ID# _____ Email address _____

Carefully read all information and list of required documents on page 2 of this form.

Previous Information:

Only fill out applicable information for changes requested.

Last Name _____

First Name _____

Middle _____

SSN Number _____

Legal Sex: ☐ Female ☐ Male ☐ Prefer not to answer

Are you Hispanic or Latino? ☐ Yes ☐ No

RACE

What is your race (all that apply)?

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White

Racial or ethnic subgroup: _____

Preferred Name: _____
(first name only)

New Information:

Only fill out applicable information for changes requested.

Last Name _____

First Name _____

Middle _____

SSN Number _____

Legal Sex: ☐ Female ☐ Male ☐ Prefer not to answer

Are you Hispanic or Latino? ☐ Yes ☐ No

RACE

What is your race (all that apply)?

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White

Racial or ethnic subgroup: _____

Preferred Name: _____
(first name only)

By signing below, I request that Oregon Tech change my student records to match the new information listed above. I have included all required documents to support this change. I further state that my changes are not for fraudulent purposes of the avoidance of creditors.

Student Signature _____ Date _____

This form is for students (past & current) who are not employed by Oregon Tech. Employees must contact Human Resources to make biographical changes.



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Required Documents and Information

LEGAL NAME CHANGE – Provide us with:

Copy of an official document indicating a change from your **FORMER** to your **CURRENT** name. The **FORMER** name on your Oregon Tech records must match the former name on this document.

Examples include:

- ☐ Certified copy of an official government issued marriage certificate
- ☐ Naturalization papers
- ☐ Legal name change decree – US city, county, or state issued
- ☐ Adoption decree – US city, county, or state issued
- ☐ Divorce decree – US city, county, or state issued

LEGAL SEX CHANGE – Provide us with:

- ☐ Original or notarized copies of court documentation of legal sex change and photo identification.

SOCIAL SECURITY NUMBER CHANGE – Provide us with:

- ☐ A copy of the new Social Security card with the new number and a photo ID.
- ☐ If mailing in your request, notarize this form requesting the Social Security number change and include a notarized copy of the new card and photo identification. Our office destroys copies of Social Security cards upon receipt and verification.

PREFERRED FIRST NAME CHANGE REQUEST:

Legal documentation is not required if changing your preferred first name.

If you have questions, please call the Office of the Registrar at (541) 885-1300.