



Changing Your Personal Information with Post

This form is used by students to change personal information such as addresses, phone numbers, e-mail addresses, and name changes. Please understand that name changes must be accompanied by a legal document that notes the name change.

The University will accept a valid driver's license or passport, court document or wedding license.

**Please complete this form in its entirety, sign it,
and return it to the Registrar's Office. Please write legibly.**

The following documentation will be accepted to verify a change in name.

Please provide a copy of at least one of these documents when submitting a name change request:

- Marriage License
- Driver's License
- Court Documents

Please allow 5 business days for processing.

Changes in personal information will be made by the Office of the Registrar.

Questions?

Contact the Registrar's Office at 203.591.7123 or e-mail online@post.edu.

Students are ultimately responsible for the completion and submission of this form.

CHANGE OF PERSONAL INFORMATION



Student's Name _____
Date of Birth _____
Student ID Number _____

Previous Name (if above name is new) _____

Please provide the following documents if you are changing your name:

☐ Marriage License ☐ Driver's License ☐ Court Documents

PERMANENT MAILING / HOME ADDRESS & PHONE:

NOTE: Please do NOT list your Post University address.

Street _____
City _____
State _____ Zip _____
New Home Phone # (_____) _____ New Cell Phone # (_____) _____

NEW E-MAIL ADDRESS:

FORMER ADDRESS:

(Previous Street Only)

FORMER E-MAIL ADDRESS:

STUDENT'S SIGNATURE

DATE

NOTE: If you are on the Work Study Program, or are employed by Post as a "student worker," you must also report your new address to the Post University Payroll Office. If you are an international student, you must also report your new address to the International Office.

Please email or fax this form to:
Office of the Registrar
Post University
online@post.edu
Fax 203.841.1152