

Personal Information Update

- Your biographical information can be updated within the Maryville Student Portal at my.maryville.edu
- This form is utilized update your biographical information stored in Maryville University's student information system.
- Return this completed form to the Student Service Center at the address, fax, or e-mail address contained in the header of this form.

Current Identifying Information

Required	Last Name	First Name	Middle Initial
	Student ID Number / SSN		Birth Date (MM/DD/YYYY)

Name Change

Change	Please provide proof of the name change; Marriage license, State ID, SSN card, or Other legal document
	New / Corrected Name (Last, First, Middle Initial)

Address Update

Please update the following address type (Check all that apply)

☐ Permanent (Used for most correspondence from Maryville, this is the address which does NOT change seasonally)
☐ Local (Used when classes are in session, only required if different from your Permanent address)
☐ Billing (Optional Address, Used to direct bills to a specific address / third party)

Change	Street		
	City	State	ZIP

Telephone Update

Change	Home Phone: _____	Cell Phone: _____
	Work Phone: _____	Other Phone: _____

SSN Correction

Correct	Please provide SSN card to facilitate this change
	SSN: _____

Date of Birth Correction

Correct	Please provide Proof: State ID, Birth Cert, etc.
	Date of Birth (MM/DD/YYYY): ____ / ____ / _____

Student Signature (Required): _____

Date: _____