



REQUEST TO UPDATE STUDENT ACCOUNT INFORMATION

Complete this form to update your name or date of birth on file with Aspen University. Updates to your telephone number, address, and email address can be made through your Student Portal.

Changes to your name or date of birth require the submission of official documentation. Please submit a copy of ONE form of documentation with this completed request form.

Accepted types of documentation include: valid passport, valid driver's license or government issued photo ID, marriage certificate, valid naturalization documentation, valid alien registration card, birth certificate, divorce decree, court-approved petition for name change, or valid permanent residence card.

Information as it should appear on your record :

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: _____

Please return completed form to registrar@aspen.edu.

Signature*

Signature Date

*Electronic signature accepted only if the form is sent from email address associated with the student's account.
