



Name, SSN, Gender, and Address Change

Office of the Registrar | Phone: 575.562.2175 | Fax: 575.562.2566 | portales.registrar@enmu.edu

ENMU ID number: _____

Note: If you are changing your name or gender, this form must be accompanied by an original or certified copy of one of the following reflecting the new name or gender: government-issued ID (driver's license, state ID card, valid passport) or social security card.

Personal Information

Legal name: _____ Updated legal name: _____

SSN: _____ Updated SSN: _____

Gender: ☐ Male ☐ Female

Updated gender: ☐ Male ☐ Female ☐ Nonbinary

If you have ever received an ENMU paycheck, you must go to the Office of Human Resources to complete a new W-4 form.

Local Address LC PLCL

Address uses: Students – semester correspondence
Employees – paychecks and correspondence

Address line 1: _____ Address line 2: _____

City: _____ State: _____ ZIP: _____ Phone: _____

Home Mailing Address MA LHP BINV PGRD

Address uses: Students – registration, grades, monthly bills, accounts receivable letters, financial aid postcards/letters, W-2s, 1098s, probation/suspension letters
Employees – employee/faculty continuation letters, COBRA, retiree correspondence

Address line 1: _____ Address line 2: _____

City: _____ State: _____ ZIP: _____ Phone: _____

Parent Mailing Address PA PGDN

Address uses: Students – parent correspondence, food service promotions

Address line 1: _____ Address line 2: _____

City: _____ State: _____ ZIP: _____ Phone: _____

Emergency Contact Information

Name: _____ Relationship: _____

Address line 1: _____ Address line 2: _____

City: _____ State: _____ ZIP: _____ Phone: _____

Signature

Student printed name

Student signature

Date