

COMPLETE THE FIELDS IN THIS SECTION - Enter name as it currently appears on your Social Security Card.

CURRENT Last Name:	First Name:	Middle Name:
Social Security Number (if UMID unknown):	UMID:	Department:

PERSONAL INFORMATION - Complete only data to be changed.

Any change in NAME, CITIZENSHIP or DATE OF BIRTH should also be reported to the SOCIAL SECURITY ADMINISTRATION.

- **NAME:** Attach a copy of one of the following: Social Security Card, Marriage/Divorce Certificate or Driver's License.
- **SOCIAL SECURITY NUMBER:** Attach a copy of your Social Security Card.
- **VISA or CITIZENSHIP STATUS:** Complete a new Form I-9. Ann Arbor Campus - visit Regional I-9 Centers; other campuses, visit your HR Department.
- **DATE OF BIRTH:** Attach a copy of one of the following: Birth Certificate, Driver's License or Passport.

RACE: For corrections to Race, complete and attach Page 3 of the Supplemental Appointment Information Form HR36100 found at: <https://hr.umich.edu/working-u-m/management-administration/human-resources-administrative-forms>**GENDER:** For changes/corrections to Gender, attach a copy of one of the following: Birth Certificate, Driver's License or Passport.
 Female
 Male

NEW Last Name:	First Name:	Middle Name:
Social Security Number:	Date of Birth:	Citizenship Status:
Visa Status Changing from:	Visa Status Changing to:	Country of Citizenship:

EDUCATION (Level of completed education is NOT automatically updated. Please attach a copy of transcript or degree obtained.)

Highest Degree/Diploma:	Year Obtained:	Major:
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HOME ADDRESS (Your W-2 is mailed to this address.) Current faculty and staff should use Google Chrome or Firefox to access "self-service" when changing home address, home and/or work phone numbers.

Number, Street and Apartment Number:	City:	
State:	Zip Code:	Country:
Telephone:	Effective Date of Change:	

CAMPUS ADDRESS (Campus Mail is sent to this address and is also printed in The University Directory.)

Department:	Room/Building or Number/Street:	City:	
State:	Zip Code:	Campus Zip Code:	Telephone:

SECONDARY CAMPUS ADDRESS (This address is also printed in The University Directory.)

Department:	Room/Building or Number/Street:	City:	
State:	Zip Code:	Campus Zip Code:	Telephone:

Signature of Staff Member:	Date:
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Sign and date this form and submit to the appropriate Human Resources Department listed below.

SSC HR Wolverine Tower 3003 South State Street Ann Arbor, MI 48109-1276 Phone: 734-615-2000 Fax: 734-763-1283	U-M Health System Human Resources North Campus Administrative Complex 2901 Hubbard Drive Suite 1100 - SPC 2435 Ann Arbor, MI 48109-2435 Phone: 734-647-5538 Fax: 734-763-4718	U-M Dearborn Human Resources 1020 Administration Building 4901 Evergreen Road Dearborn, MI 48128-1491 Phone: 313-593-5190 Fax: 313-593-3568	U-M Flint Human Resources 213 University Pavilion 303 E. Kearsley Street Flint, MI 48502-1950 Phone: 810-762-3150 Fax: 810-766-6711
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