

Where to bring this form

- If you have a Graduate, Teaching, or Project Assistantship:
Bring this form and required documents to Graduate Studies at Humanities Building, Suite 107, (505) 277-2711
- If you are a student employee:
Bring this form and required documents to the Student Employment Office at Mesa Vista Hall North 1st floor, (505)277-3511
- If you are faculty or staff, bring this form and required documents to the appropriate employment area:
 - Staff: UNM HR, 1700 Lomas Boulevard NE, (505) 272-2325
 - Main and branch campus faculty: Office of Faculty Affairs and Services, Scholes Hall, room 231, (505) 277-4528
 - HSC faculty: HSC Faculty Contracts Office, HSC Library Building, West entrance, Suite 130, (505) 272-4231
 - Medical residents/fellows: UNM GME Residents/Fellows, 915 Vassar St NE, West entrance, Suite 120, (505) 272-6225
- If you are a student at UNM and **not also an employee**, bring this form and required documents to the Enrollment Management office on your campus:
 - Main campus: Enrollment Management One-Stop, Mesa Vista Hall North, (505) 277-8900
 - Gallup campus: Registration Office, SSTC-221, (505) 863-7500
 - Los Alamos campus: Building 1, Room 105, (505) 661-4688
 - Taos campus: Student Enrollment Department, 1157 County Road 110, (575) 737-6215
 - Valencia campus: Student Services, (505) 925-8560

What documents to bring with you (required documents)

All changes require one of the following photo IDs:

- Driver's License
- State-issued ID
- Passport
- Military or Federal ID, including Permanent Resident and Employment Authorization cards

In addition, certain changes require additional documentation, as follows:

Name Change and Social Security Number / ITIN Change

One of the following:

- Social Security card
- Individual Taxpayer Identification Number card

Notes:

- Employees must also fill out a new I-9.
- Name on SSN or ITIN card and photo ID must match.
- On name change, name must be entered into Banner exactly as it appears on the Social Security Card.

Date of Birth Change

One of the following official ID documents that displays date of birth:

- Birth certificate
- Driver's License
- State-issued ID showing date of birth
- Passport
- Military or Federal ID showing date of birth

Address Change and Gender Marker Change

No additional documentation is required other than proof of ID