



Policy on a Student's Change of Address, Social Security Number or Name

AUBURN
UNIVERSITY

Effective:	April 21, 2011 (adopted)
Responsible Executive:	Registrar
Applicability:	All students
Review By:	April 21, 2022

I. Change of Address

It is very important for the student to notify the University of any change in their address. Currently enrolled students who wish to change their address can do so by visiting AUAccess or in person at the [Office of the Registrar](#) located in Langdon Hall.

To change your address prior to freshmen or transfer orientation (prior to registration for your first term), please call 334-844-6429.

Instructions for checking and/or updating any of your addresses in AUAccess.

- Log into AUAccess
- On My Academics tab choose Student Menu Student Menu
- Choose the Personal Information Tab
- Then Update Addresses & Phones

II. Change of Social Security Number

Currently enrolled students who need to change their social security numbers do so within the [Office of the Registrar](#). To request a change, the student must provide a copy of the current social security card.

To change your social security number prior to freshmen or transfer orientation (prior to registration for your first term), please call 334-844-6429.

III. Name Change

Currently enrolled students who wish to change their names do so within the [Office of the Registrar](#). The [name change form](#) is provided for the student wishing to make the change. To process the change, the University requires a copy of the legal document declaring the change to be provided. Legal documents include marriage license, divorce decrees, and court orders.

To change your name prior to freshmen or transfer orientation (prior to registration for your first term), please call 334-844-6429.