

Personal Info eForm Instructions

Office of the University Registrar

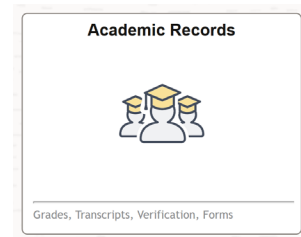
How to Locate the eForm

- Log into [AccessUH](#)

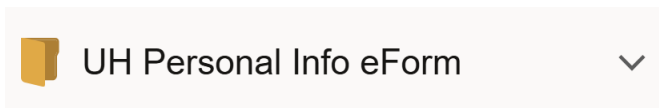
- Select the myUH Self Service icon



- Select Academic Records Tile



- The Personal Information Change tab is located on the left side of the screen.
Click the drop down to see the forms available for submission.



Submitting a new eform

Click on **Add Personal Information eform**.




UH Personal Info eForm



Add Personal Info eForm

View Personal Info eForm

- In the dropdown menu, select **'Add Personal Info Change eform'** to begin submitting your request. The first screen that appears will detail **Personal Information Instructions**. Be sure to read through the information for acceptable forms of documentation.


Add a Request : Personal Information Instructions

Form ID 213354 (NEW)

This form is designed for updating your personal information. Please refer to the instructions that are relevant to your specific request(s).

Guidelines for Updating the Social Security Number and Individual Taxpayer Identification Number on Official Records

Changes to your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) are permitted only if a new SSN or ITIN has been obtained or if an error was made in the original record. NOTE: The Social Security card must include the student's signature.

Reason for SSN/ITIN Update	Documentation Required
New SSN/ITIN	A copy of the Social Security Card from the Social Security Administration Office or ITIN document from the Internal Revenue Service (IRS).
Correction of Error	A copy of the Social Security Card from the Social Security Administration Office or ITIN document from the Internal Revenue Service (IRS).

Guidelines for Changing the Name on Official Records

The Office of the University Registrar manages official legal name records for University of Houston students. Before requesting a name change, please review the following guidelines. Legal documentation and a valid government-issued ID is required to update your name and must be submitted with the Personal Information Update eForm found in your myUH account. Acceptable legal documents for name changes are determined by the reason for the change as shown below. Note: All foreign language documents submitted must be accompanied by a certified/notarized English translation.

Name Change Type	Name Change Permitted
First Name	You cannot change your first name without legal documentation, such as a birth certificate, court order, Certificate of Naturalization, Permanent Resident card, or passport. International students must maintain their name exactly as it appears on their passport.
Middle Name	You can change your middle name to an initial (e.g., "Sue" to "S.") without legal documentation. However, to expand a middle initial, add, or remove a middle name, you must provide a birth certificate, passport, Certificate of Naturalization, or Permanent Resident card. A marriage license can be used to replace or add a maiden name as the middle name. International students must keep their name as it appears on their passport.
Last Name (Surname, Family Name)	You can change your last name using a marriage license, divorce decree restoring a maiden name, Certificate of Naturalization, Permanent Resident card, or court order. For a name change due to marriage, you may replace your maiden name with your married name or use both, with the option to hyphenate. International students must keep their name as it appears on their passport.

NOTE: A request to omit a first or middle name or to reverse the order of the first and middle names cannot be honored unless accompanied by appropriate documentation.
The University of Houston does not include prefixes or suffixes such as Esq., M.D., or Ph.D. in legal names.

Reason for Name Change	Documentation Required
Marriage	Original marriage license bearing the filing stamp from the county or parish in which the license was issued. Church-issued marriage certificates are not acceptable documentation for a name change.
Divorce	Original divorce decree that includes a specific decree granting restoration of the maiden name. The decree must be signed by the presiding judge and bear the county filing stamp. (If submitting a copy, you need only include the first page of the decree, the page containing the name restoration order, and the page bearing the judge's signature.)
Court Order	Original court order signed by the presiding judge and bearing the county filing stamp.
Citizenship by Naturalization	Original Certificate of Naturalization.
Correct an Error on the Admission Application	Birth certificate, Permanent Resident card, or current, valid U.S. passport.
Diploma Name	Government-issued ID

Guidelines for Updating the Date of Birth on Official Records

A valid government-issued photo ID displaying your DOB (such as a driver license, state ID, or passport).

Guidelines for Updating Gender on Official Records


Students who wish to update the gender designation on their official academic record must provide a certified court order and a valid government-issued photo ID.

Next

- Scroll to the bottom of the Instructions and Guidelines page and click **Next**

Submitting a new request contd.

- Please select the information you would like to update. You may choose multiple options if you need to request updates for more than one item.

 Add a Request : Student Information

Please select the option(s) that apply.

Student Information

Student ID

Student Name

Update Social Security Number (SSN) ☐ No

Update Name ☐ No

Update Gender ☐ No

Update Date of Birth ☐ No

Update Individual Taxpayer Identification Number (ITIN) ☐ No

Submitting a new request contd.

- Enter all required information in the appropriate fields.
- Indicate whether this request is related to receiving financial aid.
- Select “**Yes**” to authorize our office to make the necessary changes to your account.

*Is this update for Financial Aid?



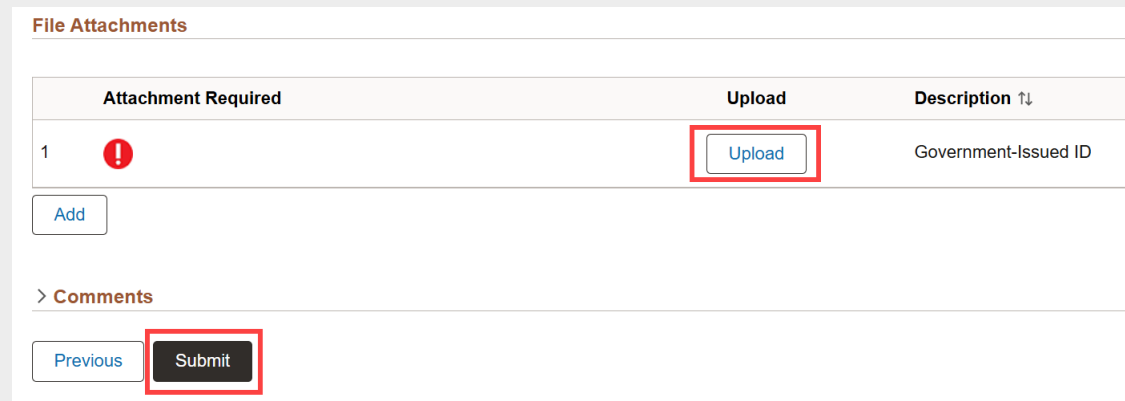
I authorize the University of Houston Main Campus to make the requested update(s) to my student record.

Slide "Yes" to authorize.


☐ No

Submitting a new request contd.

- Make sure to upload all required documents.
 - **File Attachments**- Upload required documents.
 - Click Upload under File Attachments
 - Select Choose From My Device
 - After selecting the desired file, click Upload then Done
 - You can choose a Description to name the file
 - Click Add to include another document
- After you have entered all required information and uploaded all required documents, click **Submit** to finalize your request.



File Attachments

Attachment Required	Upload	Description ↑↓
1 	Upload	Government-Issued ID

[Add](#)

> **Comments**

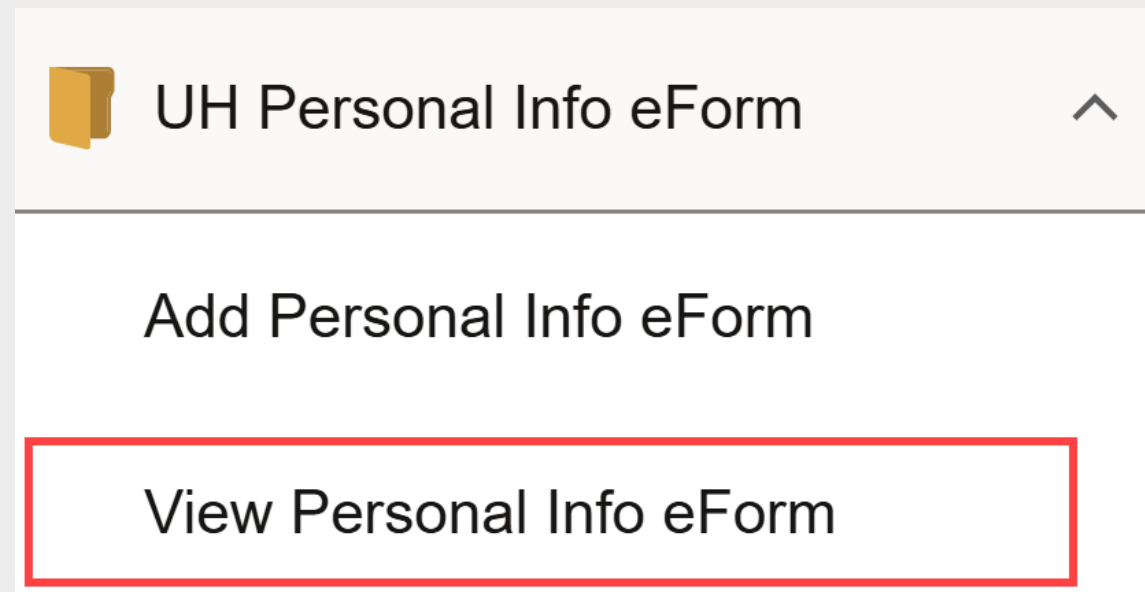
[Previous](#) [Submit](#)

Submitting a new request contd.

- Click Submit to send the document for the Office of the University Registrar to review. Please allow 7-10 business days for processing. Processing time may increase during peak enrollment season.
- In case of any questions please contact to the Office of the University Registrar (OUR)
- Phone: 713-743-1010, Option 7 Email: residency@uh.edu

How to view submitted eform

- Click on View Personal Info eForm in the dropdown menu of Personal Information Change tab located on the left side of the screen.



How to view submitted eform

- Please provide your information in the Search by section (simplest way to search is by providing “Student ID” and then click on **Search**)
- You can view all the forms that are submitted and their status.

View Grades

Enrollment Verification

Transcripts

F-1 OPT(X) Report eForm

VA Certification

UH Personal Info eForm

Add Personal Info eForm

View Personal Info eForm

Search by:

Form ID

Begins With

Form Type

Begins With

Form Status

is Equal To

Student ID

Begins With

Search

Clear

Save Search

How to view submitted eform

- You can view all your forms’ status and information about each eForm

Search by:

Form ID

Begins With

Form Type

Begins With

Form Status

is Equal To

Student ID

Begins With

Search

Clear

Save Search

2 rows

Form ID	Form Type	Form Status	Student ID	Primary Name	Original Operator	Original Date	Last Operator	Last Date
1		Pending						
2		Pending						

Questions

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