PERSONAL DATA UPDATE FORM

Office of the University Registrar
881 Commonwealth Avenue, Boston, MA. 02215
Phone: 617-353-3612 Fax: 617-358-1689 Email: registrar@bu.edu

Use this form to update portions of your Boston University record. Students who wish to change their name as it is displayed on Boston University records must submit this form along with documentation of a legal name change such as a court approval of name change, marriage certificate, divorce decree, or naturalization papers. International students must report citizenship or visa code changes to the International Students and Scholars Office.

Boston University recognizes that there are many expressions of gender identity, however we must retain only the legal (binary male/female) sex and legal name of our students for University records and Federal reporting. Please update your directory release information should you wish to restrict the release of your legal name or other directory information.

More information can be found at: www.bu.edu/reg.

The fields in this box are required for all students

Student Information:
BU ID Number: _______________ School or College: __________ Date of Birth: _______________

Current Name on BU Documents (First and Last): ___________________ __

Fill in this box to update Legal Name and/or Legal Sex
New Legal Name (last, first, middle): ________________________________
Current Legal Sex on BU Documents: ☐ Female ☐ Male
New Student Legal Sex: ☐ Female ☐ Male

Fill in this box to update permanent and/or local address, email, and phone number
Permanent/Home Address:
Street Address ______________________________________________________
City, State, Zip Code _________________________________________________
Country, Province ________________________________________________

Local Address (address in which you reside while taking classes at BU):
Street address ______________________________________________________
City, State, Zip Code _________________________________________________

Cell Phone: _________________ BU Directory Telephone: _________________
Email Address: _____________________________________________________

Fill in this box to update emergency contact information
Emergency Contact Name: ____________________________________________ Relation: ___________________
Telephone: _______________________________________________________

Student BU Emergency Alert Contact Phone: __________________________
(Required for notification of University-wide Emergency)

Is this a Cell Phone: ☐ yes ☐ no

Please sign below to acknowledge that the information you have entered above is your legal personal information. This form must be accompanied by legal documents supporting the requested changes.

Student Signature: _____________________________ Date: ________________

Review Reverse Side for FERPA and Directory Restriction Information
Directory Information Restriction

Use this form to manage public access to your data at Boston University

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of your education records and restricts disclosure of personal information from your education records, except as authorized by law. For information on Boston University’s FERPA policy, please refer to the Registrar’s Office website at www.bu.edu/reg/ferpa/ferpa-policy.

The University has designated certain types of personally identifiable information as “Directory Information.” A list of this information is below. Unless restricted, Boston University may disclose any of the items of Directory Information without your consent.

Boston University will not release grades or GPA information without your prior consent. In addition, Boston University does not provide student lists outside the University for purposes of marketing.

Any and all data that you restrict below will not be released outside the University.

If you wish to restrict the release of your Directory Information, you may do so by using the Student Link, by completing the information below, or by visiting the Office of the University Registrar.

Name: ____________________________________________________________________ BUID: ____________________________________

Check to restrict:

- Local Address and BU Directory Phone Number: If restricted, this information will not be listed in the BU online directory nor printed in the BU phone book.
- Email Directory Lookup: If restricted, your email address will not be listed in the BU on-line directory.
- School or College: If restricted, this information will not be released to anyone outside BU.
- Academic Program (Degree, Major, Minor): If restricted, this information will not be released to anyone outside BU.
- Dates of Attendance, Full/Part-time Status: If restricted, this information will not be released to anyone outside BU, including insurance providers and employers.
- Degrees, Honors, and Awards Received: If restricted, this information will not be released to anyone outside BU, including insurance providers and employers.
- Commencement Program: If restricted, your name, college, degree and honors will not appear in the Commencement Program when you graduate.
- Bostonia Yearbook: If restricted, your name will not appear in the BU Yearbook when you graduate.

Please return to:
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Boston, MA 02215
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Email: registrar@bu.edu

Please sign below to acknowledge that the information you have entered above is your legal personal information. This form must be accompanied by legal documents supporting the requested changes.

Student Signature: ___________________________ Date: ________________