## How to Update Critical Personal Information

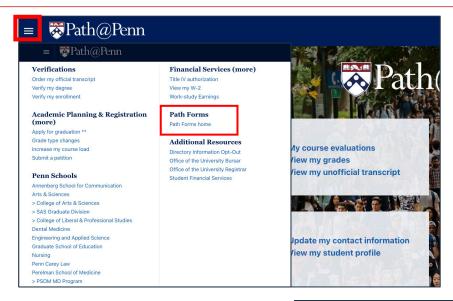


## Submit Your Critical Data Updates in 3 Easy Steps!

Critical personal information is considered sensitive and must be documented and verified by the Office of the University Registrar (OUR). Critical Information includes:

- Legal Name
- Social Security Number
- Date of Birth

- Diploma Name
- Marital Status
- Citizenship Status



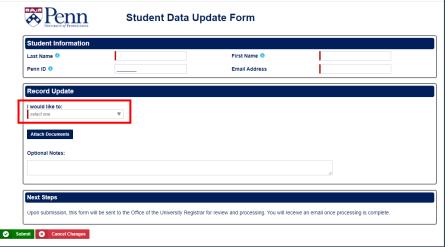


Access **Path Forms** using the menu on <u>Path@Penn</u> or use this link to access the <u>Student Data Update Form</u>.

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Enter Student Information then select the type of critical information to be updated from the **I would like to:** box.

Select *updated status* or *reason for change* if requested.



	uests must be acco		for the following reasons: correcting or updating SSN for student employment or is photo ID, such as PennCard, state driver's license or passport, as well as one
A copy of a state or feder An employment record co A military document conta A government issued ID o A driver's license, permit Tribal ID card containing Medical Benefits card cor	al tax document ontaining the SSN aining the SSN (su card containing the or ID card containing the SSN ntaining the SSN	ch as a military ID card SSN ng the SSN (must be g	
We can accept photos of docum	nents taken with a	cell phone as long as t	e images are legible.
Please note: SSN changes are	only made Monda	y through Thursday.	
Attach Documents			
drivers_license.pdf	View Download	12/15/2021 7:06 PM	
Photocopy of Social Security pdf	View Download	12/15/2021 7:06 PM	

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A list of required verification documentation displays based on the selection.

Click the **Attach Documents** button to upload the request documentation. When finished, click **Submit**.

Once submitted, the request and attached documentation is sent to the OUR for verification and processing.