**Application for Changing Academic Records**

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|  |  |  |  | Undergraduate □ | Graduate □ |

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| 1. Personal Information |
| Study Program | □ B.S. □ M.S. □ Ph.D. □ MS – PH.D. |
| School |  | Contact Number |  |
| Name |  | Student ID |  |
| 2. Items to change |
| Category | Old | New |
| Name |  |  |
| Date of Birth |  |  |
| Nationality |  |  |
| 3. Reason(s) for change |
|  |
| 4. Request to update or add information to the published thesis/dissertation (Only for Graduates)  |
| ☐ Add the name change in the additional author field of the thesis/dissertation record☐ Update the author’s name in the thesis/dissertation record by submitting revised hardbacks and an electronic file to the library |
| This request is submitted for permission of changing academic records.Date :　　　　　　 (MM/DD/YY)Applicant : 　 　　　　　(Signature)To the President of UNISTAttached : A copy of document (which proves things to change) |