

“ My details have changed ”

How to...

## Change your details

1.

The University needs to keep Student Data up to date in order to contact you, and to correctly identify who you are if your name changes.

2.

Notify the University if any of the following change:

- Address
- Contact Number
- Name/Title
- Next of Kin

3.

Fill out a “Student Record Change of Detail Request” form found on the Governance section of the BGSU website. This should be handed in to the Quality Assurance and Student Data Office.

