

THE PETROLEUM INSTITUTE STUDENT ONE-STOP SHOP (SOS)



Personal Information Change Request Form

If any of the following information has changed since you registered, complete and submit this form to the SOS. Please attach documentary evidence to support this request. List of documentary evidence is mentioned below.

STUDENT INFORMATION (currently in the system)

Student ID Number	Name (First, Middle, Last)	
Post Box Number	Home Telephone Number	Mobile Number
City/Emirate	Guardian Name & Relationship	

INFORMATION TO BE CHANGED:

UAE ID Card Number (1)	Full Name (as in the passport) (2)	
Student Mobile Number	Post Box Number (4)	City/Emirate
Guardian Name & Relationship (3)	Home/Guardian Telephone Number (4)	

BANK INFORMATION (5):

Bank Name	Branch Name
Account Number	City/Emirate

Student's Signature/Date

Guardian's Signature/Date

List of Documents Required:

- 1) For UAE ID card number updated, copy of the card.
- 2) For name change, court affidavit and new passport copy.
- 3) For guardian name change, court order, death certificate of the current guardian, marriage certificate, etc.
- 4) For post box and home/guardian telephone number update, guardian signature on this form is required. Information will be cross-checked with the guardian.
- 5) For bank information update, letter from the bank.

For The Registrar's Office Use Only:

Information is verified and student record is updated by:

Staff Name

Staff Signature

Date