SUNO
SOUTHERN UNIVERSITY at NEW ORLEANS

# Personal Data Form

**Type of Request:** ☐ New Hire ☐ Rehire ☐ Address Change ☐ Legal Name Change

## PERSONAL INFORMATION

| | | | |
|---|---|---|---|
| **Legal Name** Last: | First: | Middle: | Student or Employee ID Number: *(if available)* |
| Former Legal Name: *(if requesting a Legal Name Change; a copy of your Social Security Card showing your updated name must be attached)* | | | |
| Birthdate: *(MM/DD/YYYY)* | Social Security Number: *(new hires only)* | | |
| Marital Status: ☐ Single ☐ Married | I identify my gender as: ☐ Female ☐ Male ☐ I don't wish to answer | SUNO understands that the binary gender values do not reflect the inclusive nature of the community at large, but unfortunately external impacts have required this field to be limited. Please select the option with which you feel most comfortable. | |
| Country of Citizenship: | Visa/Residency: *(non-U.S. citizens only)* ☐ F-1 ☐ J-1 ☐ H-1B ☐ Other: _____ | ☐ U.S. Permanent Resident *(not a U.S. citizen)* | |
| | | | |

***Note:*** New hires must complete Form I-9 in person with a member of the Human Resource team by the end of their first day of work and provide required documentation to be employed and paid.

## CONTACT INFORMATION

*If you are an active employee changing your contact information, please do so online by using Banner Self Service.*

**Home Address**

➔ Most official employment communication will be sent to this address, including printed checks, tax forms, and benefits documents.

Is this address part of on-campus student housing? ☐ Yes ☐ No

| | |
|---|---|
| Number & Street: | Apt #: |
| City/Town: | State/Province: |
| ZIP/Postal Code: | Country: |

| |
|---|
| Primary Phone Number: |
| Secondary Phone Number: *(optional)* |
| Personal Email Address: |

**Remember to keep your contact information updated!**

After you are hired, log into Banner Self Service and update your address when you move, enter or leave on-campus housing, or prepare to depart SUNO or the Southern University System. This will ensure that important documents, such as paychecks and tax forms, are delivered to you promptly.

## DEMOGRAPHIC DATA

| | |
|---|---|
| Are you Hispanic or Latino? ☐ Yes ☐ No | What is your race? *(select one or more)* ☐ American Indian or Alaska Native ☐ Black or African American ☐ White ☐ Asian ☐ Native Hawaiian or Other Pacific Islander |

***Non-Discrimination Policies:*** Southern University at New Orleans is committed to providing an environment free of discrimination, harassment, and retaliation. Please visit the following website to learn more about SUNO's non-discrimination policies and complaint processes: Human Resources | Diversity & Inclusion | Southern University at New Orleans (suno.edu).

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**INSTRUCTIONS**

**New Hire** *or* **Rehire:**

- Provide this form to your HR representative or hiring manager with the rest of your hire paperwork.

**Address Change** *or* **Name Change:**

- If you are a current employee requiring an address change, update your information online instead using Banner Self Service.
- If you are submitting a name change, you must attach a copy of your updated Social Security Card and driver's license for verification.
- Email this form to hr@suno.edu or mail/drop off the form at the Office of Human Resources, 6400 Press Drive, New Orleans, LA 70126.