

LEGAL NAME OR SOCIAL SECURITY NUMBER CHANGE



Once your legal name and social security number has been determined, it becomes official and will remain unchanged unless legal documentation is provided to justify altering your legal name or social security number on your official record. Please provide two documents from the list below. Note: One form of documentation must be a picture ID (i.e. Driver's License).

Acceptable legal documents are the following:

- Marriage certificate/license
- Court order for legal name change
- Divorce decree including reinstatement of former name
- Annulment documents
- Birth certificate
- Adoption certificate
- Adoption documents
- Passport (International only), which must be valid and stamped with student visa
- Government Issued Driver's License
- Social Security Card

Copies of the above documents are **unacceptable**; originals are required. Other documents, such as paper copy driver's license, Social Security card letters, or notarized statements, are not acceptable. Complete and sign this form and return the form and legal documentation to the Office of the Registrar.

Please complete the following information:

Student ID#: _____

Previous Name: Last _____ First _____ Middle _____

Maiden Name: Last _____ First _____ Middle _____

(If different from above)

New Legal Name: Last _____ First _____ Middle _____

Reason for Name Change: _____

Telephone _____ Student Email _____

Signature _____ Date _____

NOTE TO UPCOMING GRADUATES: If you are an upcoming graduate and have already submitted your Graduation Petition, you will need to submit an updated Graduation Petition to the Registrar's Office IMMEDIATELY to ensure the correct name is printed on your diploma. Failure to do so will result in a fee that the student will be responsible for paying for a diploma reprint.