



Change of Name Request Form

To change the legal name maintained on College records and transcripts for a student in active attendance, complete and submit this form with supporting documentation to the Registrar’s Office in Brownson Hall, Rm. #113. Name change requests are NOT accepted for students that have graduated or who no longer maintain active attendance.

***ATTENTION CURRENTLY ATTENDING STUDENTS ***

If you are receiving ANY form of financial aid, you MUST notify the Financial Aid Office of your name change. Failure to do so will result in a loss of aid eligibility!

Change of legal name on College Records:

Indicate Current Name Below:

College ID #: _____

Last Name	First Name	Middle (full or initial)
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Indicate **NEW** Name (Complete all fields. See Documentation Requirements Below):

Last Name	First Name	Middle (full or initial)
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Please indicate the acceptable documentation you are providing with this form:

- | | | |
|---|---|---|
| <input type="checkbox"/> Driver’s License | <input type="checkbox"/> Government ID | <input type="checkbox"/> Name Change From Court Decree (clerk’s seal) |
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Military ID | |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Divorce Decree | |

(NOTE: A Marriage License is NOT acceptable proof of name change alone. It must be submitted with one of the additional forms of ID listed above)

Student Signature: _____ **Date:** _____

****** Due to the need to authenticate the signature of the submitting party and documents, this form CANNOT be submitted electronically ******