

Student ID: _____

This form is to be used to change the **legal name** maintained on College records and transcripts.

Active students may submit or change their **chosen name** directly through their ServiceHub account. Instructions are available on the Registrar's [website](#).

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

Current Name: _____
LAST FIRST MIDDLE

New Name: _____
LAST FIRST MIDDLE

Please indicate the supporting documentation you are providing with this form:

- | | |
|-----------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Divorce Decree | <input type="checkbox"/> Military ID |
| <input type="checkbox"/> Driver's License or State ID | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Government ID | <input type="checkbox"/> Social Security Card |
| <input type="checkbox"/> Judicial Name Change Order with Clerk's Seal | <input type="checkbox"/> Other: _____
(to be approved by registrar) |

Due to the need to authenticate the signature and documentation, this form requires a penned signature.

Student Signature: _____ Date: _____

RETURN COMPLETED FORM WITH SUPPORTING DOCUMENTATION TO:
Manhattanville College Registrar's Office • Reid 3rd Floor • 914-323-5337 • registrar@mville.edu