Requests for name changes may only be made by active students. Name changes will not be made after the student has left the university.

**In Person** – A student’s name may be changed by submitting this form in person at the Office of the Registrar, along with official documentation (i.e. marriage license, divorce decree, court-issued document) and a picture I.D.

**By Mail/Fax/E-mail** – A student’s name may be changed by submitting this form, along with official documentation as noted above, by mail, fax, or scanned in an e-mail. In this case, both this form and the required documentation must be notarized.

Name: ____________________________  Student ID #________________

Please change my name to ____________________________. I am submitting my official name change document, (i.e. marriage license, divorce decree, court-issued documentation), I understand my name will NOT be changed without the official documentation.

________________________________________________________
Student Signature  Date