Official Name/Gender Designation Change Request Form

Instructions: Please fill out this form in its entirety and submit along with it the required documentation to the Office of the Registrar. If you are unable to bring original documents to the Office of the Registrar to be viewed, you must submit copies with original notary seals. Faxed copies are not accepted. International student's names must appear on college records exactly as they appear on the passport issued by the student's home county.

For those who are in the process of obtaining financial aid, the applicant's name on the FAFSA **must match** the name associated with the applicant's Social Security number. After obtaining a legal name change, the student will need to file Form SS-5 with the Social Security Administration to change the name on their Social Security card if they wish to obtain financial aid.

Part 1: Name Change

Are you requesting to change your legal name on your official academic records with required documentation attached? (Please circle Yes *or* No)

Yes No

Student ID #: _____

Former Legal Name: _____
Last Name First Name Middle Name

New Legal Name: _____
Last Name First Name Middle Name

New salutation/prefix (Please circle): Mr. Miss. Ms. Mrs. Mx.

In order to change your legal name in your official academic record, the Office of the Registrar requests the following documentation:

- **Government Issued Document** (Original or notarized copy of passport, driver's license, birth certificate etc.) reflecting new name.

  As well as **ONE** of the documents listed below:

- **Court order:** Original court order signed by the presiding judge and bearing the county filing stamp.
- **Marriage Certificate**: Original or copy with original notarized seal, of marriage license with county or parish filing stamp.
- **Divorce Decree**: Original or copy with original notarized seal of divorce decree that includes a specific decree granting restoration of the maiden or other name, signed by the judge and bearing the county filing stamp.
- **Certificate of Naturalization**: Original or copy with original notarized seal.

Part 2: Gender Designation Change

Are you requesting to change your gender designation on your official academic records with required documentation attached? (Please circle Yes *or* No)

Yes No

In order to change your gender designation in your official academic record, the Office of the Registrar requests the following documentation:

- **Government Issued Document** (original or notarized copy of passport, driver's license, birth certificate etc.) reflecting the new gender designation.

Student Name: _____ Student's ID: _____

Student Signature _____ Date: _____