

(Please print)

NOTE: Incomplete information may result in processing delays.

Incorrect name as shown on record: \_\_\_\_\_

Student ID#/Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Semester: \_\_\_\_\_ Last Semester: \_\_\_\_\_

## Full Legal Name

(Your academic record **must** be maintained under your full legal name. See documentation requirements below.)

First Name	Middle Name	Last Name	Jr., III, etc.
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## Current Address

Street: \_\_\_\_\_

Apt., P.O. Box, Lot #: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Current E-mail Address: \_\_\_\_\_

This form must be accompanied by a copy of a legal document reflecting a name change. Such documents are a marriage license, divorce decree that reinstates the maiden name, adoption papers, a court order, valid passport, or a birth certificate. Documents which are not considered legal documents are social security card, driver's license, and notarized statement.

Signature (correct name of student): \_\_\_\_\_ Date: \_\_\_\_\_