

Change of Name

We recommend that you make two copies of this form if you wish to retain one for your records. You will be sent an e-mail when the name change process has been completed. **Note: We do NOT process change of name forms for former students.** Please return this form to The HUB, Warner Hall Lower Level.

STUDENT INFORMATION

Student Andrew ID: _____ or Student ID Card #: **81** _____

Print CURRENT NAME on file: _____
Last/Family First (official, NOT preferred) MI

Print NEW AUTHORIZED NAME: _____
Last/Family First (official, NOT preferred) MI

REASON FOR CHANGE

My name has been changed for the following reason(s) (*check all that apply*):

Required Legal Documentation:

- | | |
|----------------------|--|
| _____ Passport | Passport (name <i>must</i> match passport) |
| _____ Marriage | Marriage Certificate/License |
| _____ Divorce | Court Order |
| _____ Adoption | Court Order |
| _____ Court Order | Court Order |
| _____ Naturalization | Certificate of Naturalization/Citizenship |
| _____ Correction | Birth Certificate, State-issued ID, Paycheck Stub, Passport, or SSN card |

A certified copy of the required legal document authorizing a name change MUST accompany this form. We will photocopy the original document for our files. Faxed documents **MUST** be clear and legible, or they will not be accepted. Permanent resident cards are *not* acceptable.

SIGNATURE

Student Signature: _____ Date: _____

URO USE ONLY
Updated in SIS: _____