Student Request for Change of Address or Name

Student Identification Card Required for Verification

Please print or type

Date: ______________________  Student ID Number: ______________________

Name: _______________ _______________ _______________ _______________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Maiden</th>
</tr>
</thead>
</table>

Change of Address

Permanent: ___________________________________________________________

Street  Apt  City  State  Zip

Local: _____________________________________________________________

Street  Apt  City  State  Zip

Billing: ______________________________________________________________

Street  Apt  City  State  Zip

Home Phone: ______________________  Work Phone: ______________________

Alternate E-Mail Address: ______________________________________________

Student’s Signature (Required) __________________________________________

Change of Name

Caution: This office, the university, and the federal government take the name on your records very seriously. Although you may want to reflect a name change due to a change of marital status, the potential for a future change in your marital status may result in problems with your records in the future. We recommend using the name you submitted when admitted; however, we will change your records according to your request.

We will change the name on your record upon your written request and presentation of an original or certified copy of the original legal document indicating your name. Legal documents include: marriage certificate, divorce or annulment decree indicating reinstatement of previous name, birth certificate, legal court order to change name, or adoption papers. We will not accept requests to change your name by fax or by email. Only original or notarized copies of documents are acceptable to process your request.

From: __________________________________________________________________

First  Middle  Maiden  Last  Suffix

To: __________________________________________________________________

First  Middle  Maiden  Last  Suffix

Student’s Signature (Required) ____________________________________________

3/17/09 7:38 AM