FERRIS STATE UNIVERSITY

Name Change Requests

1. **Future Term Applicants**- Name changes may be requested prior to the beginning of the term, by contacting the Admissions Office at 1-800-4FERRIS.

2. **Former or Currently Enrolled Students**- Name change requests may be submitted with required documentation:
   a. **In person-** at the Timme Student Service Center
   b. **By fax-** (231) 591-2242
   c. **By mail-** Office of Admissions and Records, 1201 S. State St, CSS-201, Big Rapids MI 49307

Please read carefully. This request will not be processed if required information is not provided.

Documentation required for a Former or Currently Enrolled Student's name change:

1. A signed name change request **MUST** be accompanied by a copy of the legal document authorizing the change of name, i.e. marriage license, divorce decree, adoption papers, court order, etc.
   NOTE: A copy of a driver's license reflecting the new name is NOT acceptable documentation.

2. **Financial Aid Applicants** must also submit a copy of the new Social Security card reflecting the applicant's new name.
   NOTE: If a copy of the new card is not yet available, a copy of the receipt indicating that a request for a new Social Security Card has been submitted is acceptable.

3. **International Students (**any student with an assigned Student ID number (i.e.00021....) and a Visa type of F1, F2 or J1, J2) **are not required to provide the documentation listed under item #1. They must provide** a copy of their new passport that reflects the new name. The passport must be issued by their country of citizenship. Additionally F1 or F2 students must have a copy of the new I-20 reflecting the new name and J1 or J2 students must have a copy of their D.S.- 2019 reflecting the new name. (Students should contact International Affairs regarding a new I-20 or D.S.- 2019)

NOTE: All student employees processing a name change must contact the **Student Employment Office at ext 2012.**

Please Type or Print Information Requested Below

Student I.D. #:_____ **Date:** _____

Change- FROM: _____, _____, _____
Last **First** **Middle**

TO: _____, _____, _____
Last **First** **Middle**

Student's Signature: _____ Date Processed:_____
Office use only

Office of Admissions and Records
1201 S State St, CSS 201, Big Rapids, Michigan 49307-2747
Phone: (231) 591-2790 Fax: (231) 591-2242