

Legal Identification Change Form

Identification change requests may be submitted with required documentation:

- **In person-** at the Timme Center for Student Service
- **By mail-** Office of the Registrar, 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 an identification change:

1. A signed identification change request **MUST** be accompanied by a **copy** of the legal document authorizing the change of identification, i.e. marriage license, driver's license, passport, adoption papers, court order, etc. (please do not send originals). Documentation must display new legal identification.
2. **Financial Aid Applicants** must also submit a copy of the new Social Security card reflecting the applicant's new identification. *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 identification. 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 identification and J1 or J2 students must have a copy of their D.S.- 2019 reflecting the new identification. (Students should contact International Affairs regarding a new I-20 or D.S.- 2019).

Please Type or Print Information Requested Below

Student ID: _____ Date: _____

Change FROM:

Last Name	First Name	Middle Name / initial	Sex (If Applicable)
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Change TO:

Last Name	First Name	Middle Name / Initial	Sex (If Applicable)
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Email or Phone Number: _____

Student's Signature: _____ Date Processed: _____

Office Use Only