



## Legal Name Change Form

### Name 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

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

### Documentation required for a 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, driver's license, passport, adoption papers, court order, etc. (please do not send originals). Documentation must display new legal name.
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 ID: \_\_\_\_\_ Date: \_\_\_\_\_

Change FROM: \_\_\_\_\_  
Last Name First Name Middle Name/initial

Change TO: \_\_\_\_\_  
Last Name First Name Middle Name/Initial

Email or Phone Number: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Office Use Only