



Name Change Request Form

Name change requests may be submitted with required documentation:

- **In person-** at the Timme Center for Student Service
- **By fax-** (231) 591-2242
- **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 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. (please do not send originals).
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 Middle Initial

Change TO: _____
Last Name First Middle Initial

Email or Phone Number: _____

Student's Signature: _____ Date Processed: _____
Office Use Only