

NAME CHANGE REQUEST

NAME CHANGE POLICIES:

Name changes must be initiated by the person in question, who must submit a completed "Name Change Request" form, with the acceptable documentation stated below.

Requests must be accompanied by original documentation of a legal name change (certified by the court) as specified below:

(photo-copy certified by a notary of court certified document is acceptable):

- marriage license showing date of marriage and signed by minister/judge; or
- divorce decree, dated and signed; or
- **court order, dated and signed**

(other documents may be accepted, but in all cases we must be able to document the connection between both the old and new names)

- **ALWAYS provide** new Social Security Card **and** current photo identification with new name (photo-copy certified by notary)

Hyphenated last names - must have new driver's license with that hyphenated name, FIRST.

The middle name of record may be changed to maiden name or previous last name if we have that name on record.

Name changes will not be made without proper documentation, even under the "pressure" of a transcript deadline.

The new last name will replace the previous one, with the previous one (used by the person when last enrolled) moved to the "Other Name" field.

The above policies do not apply to minor spelling corrections.

Complete all the information below, to the best of your ability, and attach documentation:

NAME NOW ON

W.S.U. RECORDS _____
First Middle Last

MyWSU ID # (preferred) or SSN _____ Date of Birth _____
Mo/Day/Year

High School Name and/or location _____

Date graduated or date of GED _____

Graduated from W.S.U.? ____ Yes ____ No

If yes, list your degree, date, and major: _____

CHANGE NAME TO: _____
First Middle Last

This change is for:

____ **Student Academic Record**

(if transcript is requested - on separate form - allow 5 working days to process name change and transcript)

____ **Replacement Diploma**

Please contact Jama Challans at jama.challans@wichita.edu to order a replacement diploma

____ **Original Diploma**

If you have submitted an online Application for Degree for a future degree and you want this new name to replace the diploma name you submitted on that Application

____ **I want my Wichita State email address CHANGED to reflect my new name.**

I affirm that the above information is correct, and that the change requested is for myself:

/sign/ _____ Date _____

Phone# _____ Email Address: _____

<I understand that making a false writing is a felony under Kansas law (K.S.A. 21-3771).>