

Description: A change of legal name requires a signed, completed request form and an original or notarized copy one of the official documents listed below. A declaration of chosen/preferred name requires a signed, completed request form with no additional documents.

Instructions: Complete, sign, and submit this form to the Registrar's Office. Attach official documentation, if required.

GTID:

9-digit student number

First Name:

Middle Initial:

Last Name:

Phone:

Email:

Choose one.

- My **legal name** has changed. *Fill in Section A and attach a supporting document.*
- I am declaring a **chosen/preferred name**. *Fill in Section B.*

Section A. Complete this section for a change of legal name only.

Enter your new legal name.

First:

Middle:

Last:

Choose a supporting document. Attach it to this form.

The official document attached to this form must be original or a notarized copy.

- W-9
- Social Security Card
- Birth Certificate
- Marriage License
- Divorce Decree
- Court Ordered Name Change Document

Section B. Complete this section for declaring a chosen/preferred name only.

Enter your chosen/preferred name.

There is no option for a chosen/preferred last name.

First:

Middle:

You must print this form in order to sign and submit it.

Student Signature:

Date:

____/____/____

This section is for Registrar's Office staff.

Received by:

Date:

____/____/____

Processed by:

Date:

____/____/____