

NAME CHANGE REQUEST

OFFICE OF RECORDS AND REGISTRATION
St. Cloud State University
720 4th Avenue South
St. Cloud, Minnesota 56301-4498

SSN OR TECH I.D. # _____

FORMER LEGAL NAME _____
(Please Print) First Middle Previous Last

NAME CHANGE _____
(Please Print) First Middle Last

Signature _____ Date _____

NAME CHANGE POLICY

Name change requests, including the addition or removal of a married name, **require appropriate legal documentation**. Appropriate legal documentation is one of the following: a court order, marriage certificate, birth certificate or passport. A driver's license, voter registration card, social security card, etc., will not be considered legal documentation for name change request purposes.

When a student is accepted for admission to St. Cloud State University, the full legal name will be recorded on the permanent record (transcript). At no time will a "nickname" be recorded. The full legal name will be recorded as it appears on their high school or college transcript unless other legal documentation is provided.

If a student is married at the time of admission, any previous legal name supplied by the student will also be recorded on the permanent record. If a student is married after her/his admission, his/her name will be changed on their permanent record at the request of the student with appropriate documentation.