Name Change Form*

Instructions

1. Please include with this form a copy of a legal document indicating name change (e.g., marriage license, divorce decree, driver’s license, etc.).
2. If mailing this information to the Registrar’s Office, please do not send “original” documents. We will not be able to return the original to you.
3. If you are completing this process in the Registrar’s Office, we will gladly make copies of your original document for you.

A: STUDENT BIOGRAPHICAL INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Initial</th>
<th>ID# (required)</th>
</tr>
</thead>
</table>

Signature/Date                                      VSU Email Address

B: NAME CHANGE (Copy of marriage license, divorce decree, driver’s license, etc. required) Print Clearly

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle</th>
<th>Last Name</th>
</tr>
</thead>
</table>

This change will correct:

☐ Spelling        ☐ Name Listing

*IF YOU HAVE APPLIED FOR GRADUATION AND WOULD LIKE YOUR NEW NAME ON YOUR DIPLOMA, PLEASE LET AN ASSOCIATE KNOW. THIS CHANGE DOES NOT AUTOMATICALLY CHANGE YOUR DIPLOMA NAME OR THE NAME LISTED IN THE COMMENCEMENT PROGRAM*