

Legal Name Change Request

CHANGES TO LEGAL NAME

One of the following forms of documentation is required before any change to the legal name on record will be completed. Photocopies are acceptable. Please photocopy both the front and back as needed.

Social Security Card - Must contain the new/current name and match the card number currently on file.

Marriage License - Must include both the old/former and new/current names.

Divorce Papers - Must include both the old/former and new/current names.

Court Ordered Documentation - Must include both the old/former and new/current names.

Driver's License - Must be valid (non-expired) and contain the new/current name.

You may submit a request with either your University of St. Thomas ID or the last four digits of your Social Security Number. You do not need to include both identifiers.

STUDENT INFORMATION

St. Thomas ID	Last 4 Digits of Social Security Number
Former First Name	Current First Name
Former Middle Name	Current Middle Name
Former Last Name	Current Last Name

SIGNATURE

By signing, you agree to allow the University of St. Thomas change your institutional records to reflect the updated information provided on this form.

X		Date
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Return this form to:
University of St. Thomas
Office of Student Data and Registrar, Mail 5001
2115 Summit Ave, Saint Paul, MN 55105-1096
registrar@stthomas.edu