



northern *State* university

**Name Change Policy/Procedure**

The name used on your academic records should be your legal name. To change your name on your academic records, you must make a request for a name change and provide documentation. Your former name will remain on all correspondence from NSU until you have provided the proper documentation for a legal name change.

For applicants, admitted, current, or re-entry students, the following documentation must be presented for an official/legal name change: A) an original/certified copy of the marriage license or certificate, B) an original/certified copy of the dissolution of marriage or divorce decree stating the new name, or C) original/certified copy of court documentation granting a legal name change. The divorce decree must state that an official name change was requested and approved. A SOCIAL SECURITY CARD OR DRIVERS LICENSE IS NOT SUFFICIENT FOR A NAME CHANGE. \*Any original or certified documents you submit to our office will be returned to you after processing.\*

International students must provide a copy of either their A) visa or B) passport. Additional documentation may be required upon Registrar's request.

Students who have applied for graduation will also have to complete a revised graduation application if they choose to have their name changed on the diploma and other printouts.

Check here if you wish to have your email address, WebAdvisor login, etc. changed to reflect your new name, and provide contact information (email address or phone number): \_\_\_\_\_  
(Your logins will not change if you do not check this box).

If you have any further questions, contact the Registrar in DH 103 or at (605) 626-2012.

**Name Change Request**

I wish to change the name on my academic records.

\_\_\_\_\_  
Previous Name (print legibly)

\_\_\_\_\_  
Last First Middle  
New Name (print legibly, complete name)

Documentation presented: \_\_\_\_\_

Student ID# \_\_\_\_\_

Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature