

# Change of Name Request

STUDENT ID #: \_\_\_\_\_

For Office Use Only

Proof of authenticity must be included with this request.

1. A photo ID must include one of the following:

- a driver's license
- a passport
- a State issued identification card or document

**AND**

2. Documentation must include one of the following:

- a marriage decree
- divorce decree
- a court order
- certificate of U.S. Citizenship

**AND**

3. Provide a Social Security card with the new name reflected on it.

*Please Print Clearly*

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

Current Name: \_\_\_\_\_  
Last First Middle

New Name: \_\_\_\_\_  
Last (character limit of 25) First (character limit of 15) Middle (character limit of 15)

Your Saint Paul College e-mail address and username will be changed to reflect your new legal name.

Please provide an alternate, non-Saint Paul College e-mail address and phone numbers where we will notify you when your Saint Paul College e-mail address and username update is updated.

Alternate Email: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form and all required document to One Stop, Room 1300 or [registration@saintpaul.edu](mailto:registration@saintpaul.edu)