NORTHERN

Name Change Policy/Procedure

We have received some sort of correspondence (application, FAFSA, etc.) that indicates your current legal name is different than what is listed on your academic records here at NSU. 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 copy of your Social Security Card showing your current legal name **AND** one of the following: A) a copy of the marriage license or certificate, B) a copy of the dissolution of marriage or divorce decree stating the new name, or C) a copy of court documentation granting a legal name change. The divorce decree must state that an official name change was requested and approved.

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.

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): _____

New Name (print legibly): _____
Last *First* *Middle*

Documentation presented: _____

Student ID# _____ Social Security # _____

Date of Birth _____

****Your email address, SSB login, etc. will automatically be changed to reflect your new name. Please provide a phone number or non-NSU email address for us to contact you with your new logins*:**

_____

(*Updating logins may take a while. Please continue to use your current logins until the Tech Center contacts you.)

_____ _____
Date Signature

Please return completed form and proper documentation to us at the address below or drop it off in Dacotah Hall 103. Thanks!

NSU Registrar's Office
1200 South Jay Street, Aberdeen, South Dakota 57401-7198, (605) 626-2012, Fax (605) 626-2587
records@northern.edu