



REGISTRAR'S OFFICE
900 State Street
Waller Hall, First Floor
Salem, OR 97301
Phone: (503) 370-6206
registrar@willamette.edu

CHANGE OF NAME REQUEST

A student's name of record includes first name, middle initial or full middle name, and the family name. Nicknames may not be used. The university will change the name of a currently enrolled student on its official records upon receipt of a request in writing, accompanied by the following documents displaying the new name: government issued photo ID (e.g. driver's license, passport, state ID card) and a copy of the Social Security Card. A record of the previous name will be maintained, but all official documents will be released under the new name. **Please note: we cannot process your request until we receive both forms of identification listed above.**

The University will consider requests from former students on a case-to-case basis.

REQUEST FOR CHANGE OF NAME OF RECORD

I, the undersigned, having read the University policy on name of record printed above hereby request that Willamette University change its records so that the new name below appears as my name of record. I understand that when I have graduated or discontinued enrollment the University will be under no further obligation to change my name of record.

Please **PRINT**:

	Current Name of Record	New Name of Record as it Appears on the Social Security Card or Passport
First Name		
Middle Name		
Last Name		

(Optional) Change my preferred name to: _____

Student ID: _____ DOB: _____

Signature: _____ Date: _____

Office Use Only:

Processed by: _____ Date: _____