

NAME CHANGE

For students who have changed their name.

MUST BE SUBMITTED TO THE REGISTRAR'S OFFICE

DATE _____

STUDENT ID# _____

NEW NAME (Please Type or Print) _____
Last First MI

PREVIOUS NAME (Please Type or Print) _____
Last First MI

PREFERRED FIRST NAME (If different from above) _____
(some portion or variation of legal name)

Next Steps:

- If you are currently employed by Colorado Mesa University you must take a copy of a new Social Security Card to the Payroll Office. **ALL** employees, including student assistants and work study, **MUST** see the Payroll Office.
- Your Colorado Mesa University username will be updated based on the above information. Check your Colorado Mesa email (using your existing login) within the next few days for information and further instructions.

To process your name change you must provide one of the following legal documents.

(Note: a copy will be kept in your academic file)

Examples of legal documentation (provide only one):

- Court Order
- Divorce Decree
- Drivers License
- Marriage License
- Social Security Card

STUDENT'S SIGNATURE DATE

OFFICE USE ONLY

Computer
 File
 Micro(1985-95)
 Perm Card(Prior to '85)
 Preferred First Name
 SHADEGR (SI/PR/PE) E-Mail Graduation Coordinator
 Help Desk Email
 Instructor Email
 Input By _____ Date _____