



## Change of Name Form

All university correspondence addressed to students is based on name of record in the UWSP Student Information System (myPoint).

- A student's **"name of record"** is defined as the name under which the student was admitted to UWSP.
- A **"legal name"** is defined as that name verified by a birth certificate, marriage certificate, passport, driver's license or court order.

Current name on file in myPoint

Student ID Number: \_\_\_\_\_

*Last Name*

*First Name*

*Middle Initial*

**Please check all fields that apply and be prepared to show proper documentation, last name changes only, when returning this form to the Office of the Registrar (SSC 101).**

- First Name Change Request    Print New Name \_\_\_\_\_
- Middle Initial Change Request    Print New Middle Initial \_\_\_\_\_
- Last Name Change Request \*    Print New Last Name \_\_\_\_\_

\*One of the following documents is also required when changing last name.

- Marriage Certificate
- Adoption Papers
- Court Order
- Passport/Visa
- Driver's License
- Divorce Decree
- Social Security Card

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

A student's name change will be reflected in online directory information, including but not limited to the student's UWSP identification card, directory listing, class rosters, health center records, and transcripts.

Please be advised that changing your first name is not the same as legally changing your name through the courts and you may be challenged when asked to provide proof of your legal name and/or identity for employment or government purposes, such as obtaining a passport or voting. When changing your name due to gender identity or expression, it is important to consider with whom you are sharing this information. For example, while name changes will appear on all university records (i.e. class lists, transcripts, and billing statements), there are some university mailings that may be sent to your permanent home address (parents or guardians). Additionally, when job searching, you will need to decide if you are using your preferred name or your legal name. Please take into account these changes and decide whether or not you want your name to be consistent on all documents and forms prior to graduation.

<b>Office Use Only:</b>	Date Processed	Initials
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