



| Student Information | | | |
|---|--|----------|---|
| Name | | | Student ID Number |
| Local Address | | | |
| City | State | Zip Code | |
| Contact Phone | Contact E-Mail | | |
| Please Select One | <input type="checkbox"/> Legal Name Change | | <input type="checkbox"/> Preferred First Name Change |
| Are you currently or have you ever been employed by Virginia Tech (i.e. wage, work-study, salaried)? Name change or correction, if you are currently or have ever been employed by Virginia Tech, you must provide your corrected Social Security card before the name change can be processed. If this is not provided, the name change will not be processed. | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Student Signature | | | Date |

| Requested Change in Name | |
|--------------------------|---|
| From | To |
| | First Middle Last Write your name exactly as you would like it to appear on your records and/or diploma. Supporting documentation must match. |

| Legal Name Change Documentation Presented | | | |
|--|---|--|--|
| In order to process a name change, our office requires legal documentation reflecting your new name as you want it to be shown. Please bring one of the following original documents in Section A combined with a different document in Section B to the Office of the University Registrar with your request for name change form. We will make copies of the original documents for processing. | | | |
| Section A | | | |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> US/Int'l Passport | <input type="checkbox"/> Naturalization Papers | <input type="checkbox"/> Other Photo ID (other than HOKIE passport): |
| Section B | | | |
| <input type="checkbox"/> Social Security Card ¹ | <input type="checkbox"/> Birth Certificate ¹ | <input type="checkbox"/> Marriage Certificate ¹ | <input type="checkbox"/> Divorce Decree ¹⁺⁺ <input type="checkbox"/> Court Order ¹ |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> US/Int'l Passport | <input type="checkbox"/> Naturalization Papers | <input type="checkbox"/> Other Photo ID (other than HOKIE passport): |
| ¹ Certified Copy Acceptable ⁺⁺ Divorce Decree must state that you are restoring your maiden name. | | | |

If making this request by mail, all supporting documentation MUST be NOTARIZED.
 Notary's statement must be on the same page as the copied document and must certify the document to be "a complete, full, true and exact reproduction of the original document."

| Administrative Use Only | | | |
|---------------------------|---|--|--|
| Approved and Processed by | | | Date |
| Notified: | <input type="checkbox"/> Payroll <input type="checkbox"/> Undergraduate Admissions | <input type="checkbox"/> Graduation Dept. <input type="checkbox"/> Academic Dean's Office | <input type="checkbox"/> Academic Records Supervisor |