

Instructions:

This form should be used by an alum or a student who has changed his/her name and needs to update information in their official student record. In order to proceed with a name change, the alum/student must provide a current photo ID and legal documentation as indicated on this form.

<p>General Information</p> <p>Please Type</p>	<p>University ID Number _____ Are you an alumni? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Name _____ Previous First _____ Middle _____ Last _____ Suffix _____</p> <p>Academic Program _____ Academic Plan _____</p> <p>Home Address</p> <p>Number and Street _____ City/State/Zip _____ Province/Postal Code _____ Country of Origin _____ State of Permanent Residence _____</p> <p>Contact Phone and E-mail Information</p> <p>Day ____ / ____ - ____ Cell ____ / ____ - ____ E-mail _____</p>		
<p>Name Change Information</p>	<p>Name _____ (New) First _____ Middle _____ Last _____ Suffix _____</p> <p>Reason for Change</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>Are you a current student? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><i>If yes you will need to change your preferred name by visiting: start.rit.edu</i></p> <p>Are you an international student? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, what is your visa type? <input type="checkbox"/> F <input type="checkbox"/> J other, please list _____</p> <p>Alum/Student Signature _____ Date _____</p>		
<p>Proof Presented for Change</p>	<p>Please provide a copy of one type of documentation from each of the two areas.</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>AREA 1</u></p> <p><input type="checkbox"/> birth certificate</p> <p><input type="checkbox"/> marriage certificate</p> <p><input type="checkbox"/> divorce decree</p> <p><input type="checkbox"/> court order</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>AREA 2</u></p> <p><input type="checkbox"/> driver's license</p> <p><input type="checkbox"/> international passport</p> <p><input type="checkbox"/> U.S. passport</p> <p><input type="checkbox"/> naturalization papers</p> </td> </tr> </table>	<p><u>AREA 1</u></p> <p><input type="checkbox"/> birth certificate</p> <p><input type="checkbox"/> marriage certificate</p> <p><input type="checkbox"/> divorce decree</p> <p><input type="checkbox"/> court order</p>	<p><u>AREA 2</u></p> <p><input type="checkbox"/> driver's license</p> <p><input type="checkbox"/> international passport</p> <p><input type="checkbox"/> U.S. passport</p> <p><input type="checkbox"/> naturalization papers</p>
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<p>Registrar's Office Use Only</p> <p>REG - Change of Name</p>	<p>Date Received: __/__/__ Date Processed: __/__/__ Processed By: _____</p> <p>Distribution: Please keep a copy for your records. Send signed PDF and supporting documents to fileexchanger.rit.edu</p>		