

# Name Change Request



JOHNSON & WALES  
UNIVERSITY

- A request to change or update your name in the university's web services system must be made in person at Student Academic & Financial Services.
- In order to approve and process your request, your **original documentation** must be provided.
- If your request cannot be completed in person, it may be submitted via mail to Student Academic & Financial Services at your campus; however, **all documentation must be notarized.**

*Please print clearly and legibly*

**Current Name:** \_\_\_\_\_ **ID #: J** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Change Name To:** \_\_\_\_\_

**What is your form of documentation?**  
(only one type is necessary)

birth certificate

court order

divorce decree

driver's license

marriage certificate

naturalization papers

passport

social security card

## Are you a resident of the United States?

Yes  No

✓ If you answer **no**, you must first attain approval from an advisor in International Student Services.

International Advisor approval: \_\_\_\_\_

Date: \_\_\_\_\_

## Have you applied for or received financial aid?

Yes  No

✓ If you answer **yes**, the only acceptable form of documentation is a new copy of your **social security card**.

✓ If you have not requested a name change with the Social Security Administration, please apply for a new social security card at the nearest Social Security Administration office (visit [www.ssa.gov/replace\\_sscard.html](http://www.ssa.gov/replace_sscard.html)).

## Are you or have you been employed by JWU (i.e. work study, wage, salary)?

Yes  No

✓ If you answer **yes**, you must present your new **social security card** to **Human Resources & Payroll** or **Student Employment**, as applicable.

✓ Federal regulations require employers to validate that the employee's name on record matches exactly the name that appears on the individual's social security card (in order to ensure proper tax reporting).

✓ If you have not requested a name change with the Social Security Administration, please apply for a new social security card at the nearest Social Security Administration office (visit [www.ssa.gov/replace\\_sscard.html](http://www.ssa.gov/replace_sscard.html)).

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

**Administrative Use Only** Approved?  yes  no comments: \_\_\_\_\_

photocopy documentation  SPAIDEN  SPACMNT  SHADIPL  File to updated folder (update label)  Notify impacted departments?