



## REQUEST FOR NAME/ADDRESS CHANGE

*POLICY: A student's name is recorded on official college academic records according to the name provided on the initial application for admission or initial enrollment. Thereafter, a change of name on official academic records is made only when an acceptable request for name change and supporting documentation is received by the Office of the Registrar. A student may change his/her name upon presentation of a court order, driver's license or social security card. Please return completed form to the Registrar's Office.*

**MMC ID or SSN:** \_\_\_\_\_

**Name, as presently recorded:**

\_\_\_\_\_

Last	First	Middle
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**Name, as requested to be recorded:**

\_\_\_\_\_

Last	First	Middle
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**Effective Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

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

OFFICE USE ONLY  
\_\_\_\_ Date Processed  
\_\_\_\_ Processor Initial