Cornell College **Registrar's Office**

Name Change Request

- A **preferred name change** will change the first name listed on class rosters, residence hall rosters and directory. It will **not** change the permanent record (transcript, etc) for a student.

- A **legal name change** request must be accompanied by appropriate documentation, examples of which would include a court order, marriage license, or divorce decree. This will then change the permanent record Cornell has for the student.

1. I am requesting a (check one): ☐ preferred name change ☐ legal name change

2. I have been enrolled at Cornell College under the name of:

   _____ _____ _____
   first middle last

3. I wish my new name to be listed as:

   _____ _____ _____
   first middle last

4. I am (check one): ☐ a current student: Student ID# _____
   ☐ not a current student: last enrolled _____ and
   last 4 digits of SSN_____

5. Date of Birth _____

6. Signature_____ _____ Date _____

7. For Legal name changes (which will change the official Cornell record including transcript, etc.) official documentation must be attached:

   ___ court order ___ marriage license ___ divorce decree ___ other: _____