STUDENT RECORD NAME CHANGE REQUEST

Please complete all requested information.

If you are a **current or past CWC employee** (in any capacity, work-study, non-benefitted or benefitted positions) the acceptable form of identification to change your name is a social security card in your new name.

Form must be accompanied by acceptable legal documentation as defined below.

<table>
<thead>
<tr>
<th>CWC ID# or Social Security Number:</th>
<th>Birth date: / /</th>
</tr>
</thead>
</table>

**CURRENT CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Street or PO Box:</th>
<th>City:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone:</td>
<td>State:</td>
</tr>
<tr>
<td>Primary Email Address:</td>
<td>Zip:</td>
</tr>
</tbody>
</table>

**CHANGE NAME TO (This must match your supporting legal documentation.)**

<table>
<thead>
<tr>
<th>Student's Last Name:</th>
<th>First:</th>
<th>Middle:</th>
</tr>
</thead>
</table>

**FROM**

<table>
<thead>
<tr>
<th>Student's Last Name:</th>
<th>First:</th>
<th>Middle:</th>
</tr>
</thead>
</table>

**REASON FOR CHANGE**

Circle one: Marriage Divorce Court Order Misspelling/Correction

**ACCEPTABLE LEGAL DOCUMENTATION**

- Valid Passport
- Valid Driver’s License
- Valid Native American Tribal ID
- Valid State ID
- Social Security Card **(required for current and past employees)**
- Green Card or Visa **(for International Students)**
- Marriage License
- Court Order

**STUDENT’S SIGNATURE:**

DATE: 

**FOR RECORDS OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>INPUT INITIALS:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

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**An Important Note Regarding Name Changes and Access to your CWC E-Services**

Your CWC e-services account username is based on your name at the time of your registration (student) and/or hire (staff). When you change your name, this does NOT change your CWC e-services username or password. If you decide you would like to also change your CWC e-services username, please contact the Chief Information Officer (or designee) so that s/he can discuss this with you and then schedule an appropriate time to make a username change with you.

To contact the CWC Chief Information Officer:

Name: John Wood
Email: cio@cwc.edu
Phone: 307-855-2196

Updated: 03/13/19