



## 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.**

CWC ID# or Social Security Number:		Birth date:     /     /	
<b>CURRENT CONTACT INFORMATION</b>			
Street or PO Box:		City:	State:     Zip:
Home Phone:		Cell Phone:	
Primary Email Address:			
<b>CHANGE NAME TO (This must match your supporting legal documentation.)</b>			
Student's Last Name:		First:	Middle:
<b>FROM</b>			
Student's Last Name:		First:	Middle:
<b>REASON FOR CHANGE</b>			
Circle one:	Marriage	Divorce	Court Order     Misspelling/Correction
<b>ACCEPTABLE LEGAL DOCUMENTATION</b>			
A social security card with the correct name will be required for <b>all</b> name change requests, and will be the only accepted form of identification.			
A valid green card or visa will be accepted for international students.			
<b>STUDENT'S SIGNATURE:</b>			<b>DATE:</b>
<b>FOR RECORDS OFFICE USE ONLY</b>			
INPUT INITIALS:		DATE:	

### 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@cw.edu](mailto:cio@cw.edu)

Phone: 307-855-2196