



STUDENT RECORD NAME CHANGE REQUEST

Please complete all requested information.

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

CWC ID# or Social Security Number: _____ Birth date: / /

CURRENT CONTACT INFORMATION

Street or PO Box: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Primary Email Address: _____

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

Student's Last Name: _____ First: _____ Middle: _____

FROM

Student's Last Name: _____ First: _____ Middle: _____

REASON FOR CHANGE

Circle one: Marriage Divorce Court Order Misspelling/Correction

ACCEPTABLE LEGAL DOCUMENTATION

A social security card with the correct name will be required for **all** name change requests, (current or former students AND current or former CWC Employees in any capacity; work-study, non-benefited or benefited positions) and will be the only accepted form of identification.

A valid green card or visa will be accepted for international students.

STUDENT'S SIGNATURE: _____

DATE: _____

FOR RECORDS OFFICE USE ONLY

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

Phone: 307-855-2196