



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