



**WRIGHT STATE
UNIVERSITY**

Office of the Registrar
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-5588
FAX: (937) 775-5597
e-mail: registrar@wright.edu
http://www.wright.edu/registrar

Request To Change Name On Academic Record

UID or SSN

(Please Print)

Name on record now:

First Middle Last

(Please Print)

Change name to:

First Middle Last

Are you currently registered? _____ Yes _____ No

Please submit a photocopy of one of the following documents as legal proof of your name change: (Check the one you are submitting)

_____ Marriage Certificate

_____ Divorce Papers showing change of name

_____ Court Document to change name

_____ Passport & I-20 Form - Students on F and J Visas must present their passport

when requesting a name change. The name on the academic record must match the name on the I-20. If requesting a name change due to marriage, a copy of the marriage certificate is also required. For additional assistance, contact the University Center for International Education.

I wish to have my academic records changed as indicated above.

Signature

Date

If you have applied for graduation, please call WSU's Degree Coordinator at 937-775-5518 to verify the name you would like printed on your diploma.

For office use only:

Dean:

The Office of the Registrar has changed the name on this student's academic record in the student data base. Please change your records also. You may keep this form for your record and file in the student's folder in your department office.

The student's major is _____ . Processed in the Office of the Registrar by _____ .