



STUDENT LEGAL NAME CHANGE/CORRECTION REQUEST

CURRENTLY ENROLLED STUDENTS

A currently enrolled student may change the name on his or her permanent academic record by presenting a signed Legal Name Change/Correction Request form along with the following appropriate original documentation to the Office of the Registrar. All forms used for Personal Information Updates must be completed in blue or black ink and may not contain any scribbled or marked out data.

- To correct the spelling, punctuation, capitalization, middle initial, full middle name or the proper sequence of the name requires:
 - *valid state or U.S. government issued photo identification **AND**
 - the original **or** *notarized copy of the student's birth certificate **OR**
 - the original **or** *notarized copy of social security card **OR**
 - the original **or** a *notarized copy of valid passport and/or visa.
- To change the name requires:
 - *valid state or U.S. government issued photo identification **AND**
 - the original **or** a certified true copy of the signed court order showing current and new name with raised or ink seal showing the new legal name.
- To assume the spouse's name following marriage requires:
 - *valid state or U.S. government issued photo identification **AND**
 - the original **or** a *notarized copy of the marriage certificate **AND**
 - the original **or** a *notarized copy of the updated social security card.
- To discontinue use of the married name and resume use of the original family name, or another name requires:
 - *valid state or U.S. government issued photo identification **AND**
 - the original **or** a *notarized copy of the divorce decree **or** a certified true copy of the signed court order with raised or ink seal showing restoration of the original or other name.

***NOTE:** All copies must be notarized by a commissioned notary and accompanied by the affidavit included with the Legal Name Change/Correction Request form. Color copies of documentation are preferred. While notarized copies are accepted for specific situations listed above, the College of Charleston reserves the right to demand production of a certified original or color copies at the sole discretion of the University Registrar (or University Registrar's designee). All requests may be subject to review by the Office of Legal Affairs (OLA).

FORMER STUDENTS

The College of Charleston maintains student records under the name the student had when last enrolled. A former student/alumni may not change the name on his or her permanent academic record except by presenting valid state or U.S. government issued photo identification, a signed Legal Name Change/Correction Request form, **and** a certified true copy of the signed court order with raised or ink seal showing the authorized name change.

NOTICE: Identification theft is taken seriously by the College of Charleston and will be prosecuted to the fullest extent available under law. Completed forms and documentation must be submitted in person by the individual requesting the change or via postal mail, no exceptions. The College of Charleston reserves the right to request further evidence to authenticate identity for all legal name change or correction requests.



STUDENT LEGAL NAME CHANGE/CORRECTION REQUEST

Student Status

I am a currently enrolled student. I am a former student.

As of _____ [date MM/DD/YYYY], I hereby request that my legal name be changed on my official College of Charleston records as follows:

Legal Name Currently on File with the Office of the Registrar *(please print clearly)*

Last	First	Middle Name or Initial

New or Corrected Legal Name to be Filed with the Office of the Registrar *(please print clearly)*

Last	First	Middle Name or Initial

CofC ID (CWID)

-- OR -- Social Security Number (Last 4 Digits)

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Reason for Request (correction, marriage, divorce, court order, specified other; this field may not be left blank)

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Student Contact Information

Email Address (current students must use their college-issued email)	Daytime Phone Number

By my signature below, I hereby attest and certify that all the information and documentation provided by me for this Legal Name Change/Correction Request is correct and complete. I understand the College of Charleston reserves the right to request further evidence to authenticate my identity or require production of a certified original of a document at the sole discretion of the University Registrar (or University Registrar's designee).

Signature

Date (MM/DD/YYYY)

RO OFFICE USE ONLY

Documentation Provided (check all that apply)

- Valid photo ID
- SSN Card
- SSN Card and Marriage Certificate
- Court Order
- Divorce Decree

Passport/Visa Expiration: ____/____

Birth Certificate

Notary commission validated

Approved by: _____ (RO Official Initials)

Processed by: _____ (RO Staff Initials) Date: ____/____/____

AFFIDAVIT

State of _____

County of _____

On this ____ day of _____, 20____, I, _____ (*Document Holder*), holder of _____ (*Name of Documents*), consisting of ____ pages, do hereby swear/affirm, and attest that it is a true, exact, complete and unaltered photocopy of the original. To the best of my knowledge and belief, the photocopied document is not a public record, of which certified copies are available from an official source.

Signature of Affiant

Sworn to (or affirmed) and subscribed before me this the ____ day of _____, 20____.

Official Signature of Notary

(Official Seal)

_____, Notary Public

Notary's printed or typed name

_____ County,

_____ (State)

My commission expires: _____

**The county listed at the top of the affidavit is the county where the notarization is taking place. The county near the notary's signature is the notary's county of residence.*