NAME CHANGE/MARITAL STATUS CHANGE REQUEST FORM

NORTH CAROLINA STATE UNIVERSITY
Department of Registration & Records
Box 7313, Raleigh, NC 27695-7313
Fax (919) 515-2376

Section A.

Have you worked for NCSU during the last year? Yes No (circle one)

If yes, you must provide a Social Security Card to initiate a name change. Your new name must match your Social Security Card or your name will revert to the name that currently appears on your Social Security Card.

**************************PLEASE PRINT*************************

Section B.

Old Name: _____
LAST SUFFIX FIRST MIDDLE

ID Number: _____ Curriculum: _____

Phone: _____ E-mail: _____

Class: Freshman Sophomore Junior Senior MR Doctoral UGS PBS
(circle those that apply)

Section C.

New Name: _____
LAST SUFFIX FIRST MIDDLE

Section D.

Please check one of the following:

_____ Single Female _____ Single Male _____ Married Female _____ Married Male

_____
Student Signature Date

A LEGAL DOCUMENT MUST BE PRESENTED TO INITIATE A NAME OR MARITAL STATUS CHANGE

_____ Social Security Card (must provide if employed by NCSU in the last year)
_____ Certified Copy of Court Order
_____ Marriage Certificate or Divorce Papers
_____ Other _____

_____
Received by Date

Note: This will not change your Unity ID. If you wish to change your Unity ID, please contact the Help Desk in the Hillsborough Building, Room 208.

Staff Use Only*: Check to see if the person is HR Controlled on the Add/Update a Person page. If so, student must provide Social Security card to change name.*

Revised 9/07