

CHANGE OF NAME and/or NAME CORRECTION

1. **COPIES OF TWO FORMS OF LEGAL DOCUMENTATION ARE REQUIRED**

ACCEPTABLE DOCUMENTS SHOWING NEW NAME:

Driver's License, State ID Card, Social Security Card, Birth Certificate, Passport, Marriage Certificate, Court Document of Name Change, Divorce Decree, Military ID.

*****IF YOU ARE DIVORCED - YOU MUST INCLUDE COMPLETE COPY OF DIVORCE DECREE STATING YOU MAY USE THIS NAME*****

- Misspellings resulting from illegible printing/writing are the responsibility of the student. Therefore, please **PRINT CLEARLY AND LEGIBLY** on the name change form.
- The student is responsible for notifying faculty and appropriate offices of their name change/correction.
- Students who have applied for graduation must **ALSO** complete a duplicate graduation application if they wish to have their name changed on the diploma and commencement publications/releases.
- International students **MUST HAVE** the name change form countersigned by the Assistant Director of International Admissions or the Immigration/Visa Specialist before the change of name will be processed.
- Return to the Office of the Registrar, Sherman Hall 110, 1University Circle, Macomb, IL 61455

PLEASE PRINT IN BLOCK LETTERS:

Student Identification Number: _____

Name Changed from: _____
Last/Family First/Given Middle

Name Changed to: _____
Last/Family First/Given Middle

Date of Birth: _____

Currently Enrolled: _____
Term & Year

If not currently enrolled, indicate last term of attendance: _____
Term & Year

I certify that the requested name change and/or name correction is a legitimate request and is not an attempt to defraud and/or deceive Western Illinois University.

Student's Signature

Date

For International Students Only:

Signature of Assistant Director of International Admissions or the Immigration/Visa Specialist
(Passport must be presented to Assistant Director of International Admissions or the Immigration/Visa Specialist)