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

_____
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. Effective July 20, 2010, OIT has suspended the renaming of Unity IDs for individuals whose legal name has changed due to marriage, divorce or other reasons.

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 2/10