

OFFICE OF THE REGISTRAR

CHANGE OF NAME and/or NAME CORRECTION

1. **COPIES OF TWO FORMS OF SIGNED LEGAL DOCUMENTATION ARE REQUIRED**
ACCEPTABLE DOCUMENTS SHOWING NEW NAME:

Driver's License, State ID Card, **Signed** 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*****

2. Misspellings resulting from illegible printing/writing are the responsibility of the student. Therefore, please **PRINT CLEARLY AND LEGIBLY** on the name change form.
3. The student is responsible for notifying faculty and appropriate offices of their name change/correction.
4. 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.
5. International students **MUST HAVE** the name change form countersigned by the Assistant Director of International Admissions before the change of name will be processed.
6. 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

ALL Previous legal names ever used: _____

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 (Passport must be presented)