



## Name Change Form

To change your name, please print and complete the form below. After completing all fields, sign and date, then mail or email the form with the required documentation to the Office of Admissions & Records. If you are currently enrolled, your new name will not be changed on college records until the end of the current school session. Therefore, please continue to use the name under which you registered throughout the current school session.

Return to: Office of Admissions & Records

Email: [admissions@northwestms.edu](mailto:admissions@northwestms.edu)

Mail: 4975 HWY 51 N

P.O. Box 7047

Senatobia, MS 38668

Please print or type your name as it currently appears on college records:

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I request that the name on my records be changed to the following:

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Copies of the following items must accompany this form:

Social Security Card (Name on Social Security Card **MUST** match your requested new name and the card must be signed).

**AND**

**Reason for the name change --- Copy of legal document(s) must accompany this form:**

Marriage (copy of marriage license required)

Divorce (copy of divorce decree required)

Court Order (copy of court order required)

Other: \_\_\_\_\_ (copy of legal documentation required)

**Please note : If your name is the result of a divorce and a marriage, copies of both the divorce decree and marriage license will be required. If you are an international student on F-1 visa, you are required to notify the International Student Affairs Officer of any name change.**

**Please make the requested change to my records.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please check if you applied for graduation. This request will not change your diploma name that you indicated on your Application for Graduation.**