

# Missouri State University™

Office of the Registrar  
Telephone: (417) 836-5520

## STUDENT NAME CHANGE DECLARATION

To change your name with Missouri State University:

1. Complete this form *and* provide a photocopy of proof of the name change; for example, new driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, current passport or official proof of identity certified by U.S. embassy abroad or by the appropriate foreign embassy in the United States.
2. Drop off, mail or fax the form and proof of the name change to:

Missouri State University  
Office of the Registrar, Carrington Hall 320  
901 South National Avenue  
Springfield, MO 65897  
Fax: (417) 836-6334

### Current name on Record (*please print*):

Last:
First:
Middle Initial:
Student ID or SSN:
Date of birth (mm/dd/yyyy):
Reason for name change:

### New Name to be on Record\* (*please print*):

\* When academic records are maintained on microfilm, the student's name cannot be updated on the microfilm. Students who attended Missouri State University before 1985 have microfilm records.

Last:
First:
Middle Initial:

**Yes, please update my contact information on the University database:**

Address:
City, State and Zip Code :
Telephone Number:

**By my signature, I certify that this declaration is made for the purposes of my academic record and that I intend to use this name consistently for these purposes at Missouri State University.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date