



Name Change Request Form 1.0.013A

Legal Name Change

Legal name refers to the name on a student, alumnus, or employee's legal documents. Legal name can be changed in MSOE systems by showing an updated legal document issued by the US government. Documents accepted as proof of name change include:

- Marriage license (employees must also show receipt of social security card application), OR
- Divorce decree (the part that indicates a name change) (employees must also show receipt of social security card application), OR
- Certificate of naturalization showing a new name, OR
- Court order for a name change, OR
- A copy of new Social Security card, state-issued ID card/driver's license, or valid passport showing new name (Please note: For current international students, the new legal name **must** match the name on the passport)

Campus Name Change

Students, alumni, and employees may identify themselves with a name that differs from their legal name across most university systems. Certain documents, records and files cannot be changed to a campus name, and some campus employees can access the legal name, even if a campus name is in place. Campus names are subject to review and may not be used for fraudulent purposes.

I am changing legal name or campus name (choose one).

Current legal name (Last, First Middle): _____

MSOE ID # or Social Security Number: _____ Birth date: _____

I am: ☐ Current student ☐ Former student or alumnus ☐ faculty/staff/student worker
(check all that apply)

If you are a student, have you ever worked on campus in any capacity? Y N

If you are a current student, are you receiving financial aid? Y N

New Name (Last, First, Middle) _____

New Signature: _____ Today's date: _____

Legal name changes:

- Faculty, staff, and student employees submit the form and document(s) to Human Resources.
- Students/alums submit the form and legal document(s) to the Registrar's Office.

Campus name changes:

- Current students submit the form to the Dean of Students.
- Faculty/staff submit to HR.

For HR use only:

Form received on _____ by _____ New W-4/WT-4 Form Completed _____

Appropriate Documentation Provided _____ TIAA Change Notification _____