



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)

Legal Name Change Processing:

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

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.

Campus Name Change Processing:

- Current students submit the form to the Dean of Students (CC345). *DOS signature* _____
- Faculty/staff submit to Human Resources.

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?		Yes No
If you are a current student, are you receiving financial aid?		Yes No
New Name (Last, First, Middle): _____		
New Signature: _____		Today's Date: _____

For HR use only:

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

Appropriate Documentation Provided _____ TIAA Change Notification _____