



Name Change Request Form 1.0.013A

Legal Name Change

Legal name refers to the name on a student 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 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 _____