



# MarymountManhattan

## Application for Change of Name (FOR CURRENTLY ENROLLED STUDENTS – ONLY)

In addition to this form, you must submit official legal documentation (see below) of the name change to the Center for Student Services. CSS will make a copy and return the original document(s) to student. **INTERNATIONAL STUDENTS** may not alter any portion of their name from the way it appears on their passport – see International Student Advisor for more information

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Social Security Number

**CURRENT NAME**

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Last Name

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First Name

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Middle

**NAME CHANGE**

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Last Name

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First Name

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Middle

**Student Signature & Date:** \_\_\_\_\_

### ACCEPTABLE LEGAL DOCUMENTS

#### PLEASE CHECK WHICH DOCUMENT(S)\* YOU ARE PROVIDING TO THE CENTER

\*All documents must be original or certified copy of original document – photocopy and faxes are not acceptable.

1. To Change Last Name or Full Name, Select from Column "A" **only**.
2. To Change First Name, Select from Column "A" or Column "B"
3. To Change Middle Initial to Middle Name, Select from Column "A" or Column "B"
4. To Correct an Error on the Admission Application, Select from Column "B" or Column "A"

Column "A"	Column "B"
<input type="checkbox"/> Original Certificate of Naturalization	<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Court Order – Original court order signed presiding judge and bearing the county filing stamp.	<input type="checkbox"/> Current, valid U.S. Passport
<input type="checkbox"/> Marriage License – Original marriage license bearing the filing stamp from the county in which the license was issued.	<input type="checkbox"/> Permanent Visa
<input type="checkbox"/> Divorce Decree – Original divorce decree that <u>includes a specific decree granting restoration of the maiden name</u> . The decree must be signed by the presiding judge and bear the county filing stamp	.
<input type="checkbox"/> Adoption Papers	

**Note: Driver's License, Social Security Card, and Voter Registration Card will not be considered legal documentation for name change request purposes**

**Office Use Only:** Received proper documentation & processed by : Rep. Initials: \_\_\_\_\_ Date: \_\_\_\_\_