

OFFICIAL NAME CHANGE REQUEST

University Policy

Name change requests for current students must be made to the students' respective Registrar's Office. Hamline alumni can make requests to either the Alumni Office or the Registrar's Office.

Current and Former Students

All current and former students have the opportunity to change their names on institutional records upon the production of evidence showing the student name has been officially changed, accompanied by a written request from the student. A certified copy of a court order, a marriage certificate, or a dissolution degree reflecting the new name in full are examples of the evidence required to support an official name change.

Gender Changes

A certified copy of a court order is required, along with a written request from the student in order to change gender and name on institutional records.

Minor Variation in Names

Minor changes in names can be made without a court order at the discretion of the registrar (e.g. spelling correction or revisions). In these instances the student must provide documentation such as a current driver's license with photo, social security card, or resident alien card.

Instructions

- Clearly print the information requested on this form
 - Provide a certified copy of the legal document verifying the change
 - Return completed form and documentation
 - **by mail** to Hamline University, Student Administrative Services, MS-A1750, 1536 Hewitt Ave, St. Paul MN 55104-1248
 - **in person** to Student Administrative Services, East Hall 113 – *formerly Law & Graduate Schools Building*
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Hamline ID/SSN: _____ Program of Enrollment: _____

Former Name (last, first, middle): _____

New Name (last, first, middle): _____

Reason for Change: _____

Signature: _____ Date: _____

Office use only:

| | | |
|----------------|------------|--------|
| Date received: | Processed: | Staff: |
|----------------|------------|--------|