

# Legal Name Change

**Please note:** Once your legal name change request has been processed your new name becomes official on your student record. Your official name will remain unless you present legal documentation again to justify altering your name on your student record.

You will need to provide two (2) of the acceptable legal documents listed below.

**Acceptable legal documents are as follows:**

- Marriage certificate/license
- Court order for legal name change
- Divorce decree including reinstatement of former name
- Annulment documents
- Birth certificate
- Adoption certificate
- Government Issued Driver's License
- Social Security Card
- Passport (*International Students Only*), which must be valid and stamped with student visa

**Copies** of the above documents are **unacceptable**; originals are required. Other documents, such as paper copy driver's license, social security card letters, or notarized statements, are not acceptable. Please complete and sign this form. Return the form and legal documentation to the Office of the Registrar located in the Student Advocacy Center.

**Please complete the following information.**

Student ID#:

**Previous name:**

\_\_\_\_\_

(Please print)                      Last    First    Middle

*Maiden name (if different from above):* \_\_\_\_\_

(Please print)                      Last    First    Middle

**New Legal Name:** \_\_\_\_\_

(Please print)                      Last    First    Middle

**Reason for name change:**

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\_\_\_\_\_



Office of the Registrar  
1269 Barclay Circle Marietta, GA 30060  
(770) 426-2780 Office ▪ (770) 426-2872 Fax

Phone: (\_\_\_\_) \_\_\_\_\_ Student E-mail:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date:

\_\_\_\_\_