

CHANGE OF NAME AND/OR ADDRESS
University of Missouri - St. Louis
Office of the Registrar

Please Print

Student Number: _____ Date: _____, 20____

Social Security Number: _____

University rules and regulations provide that students unable to give correct addresses at the time of registration or who later change their name or addresses notify the appropriate offices. The student is responsible for filing such notices of change within the first week of school or within one week of change of name or address. Failure to do so may result in disciplinary action.

Please complete the following affidavit and return to the **Registration Office, Room 269 Millennium Student Center**, in order that your record and file be brought up to date.

CHANGE OF ADDRESS

Name: _____
(Last) (First) (Middle)

New Address: _____
(Number and Street)

(City) (State) (Zip)

Telephone Number: (_____) _____ Email Address: _____

CHANGE OF NAME
LEGAL NAME CHANGES MUST BE NOTARIZED

New Name: _____
(Last) (First) (Middle)

Former Name: _____
(Last) (First) (Middle)

As of the date of change on: _____

NOTARY

Subscribed and sworn to before me, notary public,

on this _____ day of _____ 20____.

Notary Public Signature Notary Seal

Student Signature: _____

You must provide a photo ID when you do a Name Change.

Our Notaries Public will process this form **free-of-charge**.

Yolanda Weathersby in the Welcome Center, 257 MSC - Phone # 516-5460
Christina Clark in the Bookstore, 209 MSC – Phone # 516 6890

They are available Monday through Friday from 8 a.m. to 5 p.m.

You must provide these documents to qualify for a name change:

- ❖ Non-US citizens and permanent residents must provide an **original** INS-issued document or passport reflecting their name change.
- ❖ Immigrants who changed their names when they became naturalized citizens must provide the **original** naturalization certificate.
- ❖ All other students must provide **either** an original marriage license, **or** a copy of the court order, **or** a valid driver's license reflecting their new name.

The Notary Public will make a copy of the court orders and certificates, attach the copy to this form, and return the original to you. We appreciate your aid in having these matters satisfactorily completed. Thank you!