



NDUS Name Change Request

This form should be used if you are making a change to any part of your legal name. This could be because of:

- Marriage
- Divorce
- Legal name change

The form should be submitted along with the following documentation:

- Legal document showing the name change (Marriage License, Divorce Decree, etc.).
- Social Security Card reflecting new name.

Submission Instructions:

1. Complete NDUS Name Change Request Form.
2. Make clear copies of all documentation.
3. Attach copies of documentation to NDUS Name Change Request Form.
4. Submit completed form & documentation to Academic Records using one of the following methods:
 - Submit form to the Academic Records office. 1st Floor Schafer Hall
 - Fax to: (701) 224-5643
 - Email to: bsc.records@bismarckstate.edu
 - Mail to: Bismarck State College
Attn: Academic Records Office
PO Box 5587
Bismarck, ND 58506-5587

NORTH DAKOTA UNIVERSITY SYSTEM LEGAL NAME CHANGE REQUEST FORM

I hereby request that my legal name, as it appears on my student academic demographic record, be changed as indicated below. **All legal name change requests must be accompanied by the corresponding legal documentation showing the change and a social security card reflecting the new name.** Examples of legal documentation include marriage license or court documents. International students, the passport name change documentation is acceptable. This request will change the legal, primary, and preferred name on the student academic record. All name changes will be reflected in payroll system.

**Complete
Legal Name** _____
 Last First Middle

**Most Recent
Former Name** _____
 Last First Middle

**Other Former
Names** _____
 Last First Middle

Birth Date _____

Student ID# _____

Signature _____ **Date** _____