

STUDENT NAME CHANGE REQUEST

In order for your student record to be updated, you must present this form, a current photo ID, and one of the required documents listed below to a Columbia College employee. If this form and the legal documentation cannot be presented in person to a Columbia College employee, it will be necessary to have this form notarized. The notarized form and copy of the original document should be sent to:

Student Records, Columbia College, 1001 Rogers St., Columbia, MO 65216

Important: Please note that changing your name will change your eServices User ID and password. Once your name change has been processed you will need to reactivate your login under the *First Time Users* heading in eServices. If you are currently enrolled you will need to notify your instructor(s) of this change.

College ID No.: _____ Social Security Number: _____

Date of Birth :(*month/day/year*) _____ / _____ / _____

Former Legal Full Name: (*please print*) _____
last first middle

New Legal Full Name: (*please print*) _____
last first middle

Maiden name, *if applicable*: _____

Former names used: _____

Campus/Location(s) Attending: _____

I am a current or past employee of Columbia College. Yes No

Please check the original legal document you are presenting as proof of name change:

Required -- one of the following:

- A certificate of marriage
- A certified copy of a court order
- Dissolution of marriage or divorce decree stating new name

I certify that any copy of a document provided is a true copy and that the information provided accurately reflects my former name(s) as well as my current legal name; please update my student records accordingly. I understand that my eServices User ID will change and that I will be required to activate my new account. It is my responsibility to notify my current instructors of this change.

Student signature: _____ Date: _____

Required – one of the following signatures:

C.C. employee verifying the above: _____ Date: _____

or

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____ in the year _____.

Notary Public