



STUDENT NAME CHANGE FORM

Requires a valid picture ID (Driver's license, valid passport, military ID, or other form of government-issued (national or foreign) identification that show name, address, date of birth, signature, and photograph are all acceptable forms of identification, unless there is any reason to question their authenticity.) **and one of the following:**

- Marriage decree
- Divorce decree
- Court order
- Certificate of U.S. Citizenship
- Other legal documentation

If seeking financial aid, proof of authenticity **must include** a Social Security Card with the new name reflected on it. If receiving a student loan, the student **must also contact the lender and/or guarantee agency to change his/her name.**

Star ID/Student ID:		
Student Name:		
Name Used Formerly		
Effective Start Date: Year: _____ <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer Semester		
Your NCTC email address is most likely: FirstName.LastName@go.northlandcollege.edu Please allow at least two days for the name change in your e-mail address to appear. Please check your e-mail often as it is the official means of communication for important deadlines & information.		
Signature:	Date:	Advisor Initials:

Internal use only:

___ Update name in ISRS
 ___ Initials

___ Scan all documents except Social Security Card
 ___ Initials

___ If Social Security Card is included, route to Financial Aid for review
 ___ Initials

___ Route form to Registrars Office (525B in TRF) for Image Now updates
 ___ Initials