

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

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service by dialing 711 (toll-free nationwide).

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