

Name Change Form

Students may use this form to request that their academic record be updated to reflect a legally documented name change.

To save this form, please print a copy to PDF.

Please submit this form, accompanied by two forms of legal documentation demonstrating the change of name, to the Methodist College Office of Records and Registration in-person or via email (registrar@methodistcol.edu).

Acceptable forms of documentation include, but are not limited to a Driver's License, court order, marriage certificate, divorce decree, Social Security card, etc.

STUDENT INFORMATION

ID Number

Name Last, First, Middle

Home Address

E-mail

Phone #

ACADEMIC INFORMATION

Degree (Major)

UPDATED NAME INFORMATION

Please update my name, as reflected in College records, to the following:

Name Last, First, Middle

Currently Enrolled?

Birth Date

Last Term Attended

(if not currently enrolled)

SUPPORTING RECORDS INFORMATION

Please list the records submitted to support this request below (records may be identified by type; e.g. Driver's License):

Supporting Record 1

Supporting Record 2

Student Signature

Date

OFFICE USE ONLY

Records Office Signature (Processed By)

Date

Date Processed

Date Resolved