

**Western Carolina University**  
**CURRENT STUDENT & STAFF NAME CHANGE FORM**

**Student/Employee ID Number (92#):** \_\_\_\_\_

**Previous Name (print clearly):** \_\_\_\_\_  
Last First Middle

**New Name (print clearly):** \_\_\_\_\_  
Last First Middle

Name change reason: \_\_\_\_\_

**Responsible Office and Documents Required**

**University Employees (non-student):** Name change form must be submitted to the **Human Resources Office** with one of the following: a) Social Security Card (not a copy); b) A letter from the Social Security Administration showing that a change of name is in process with the Social Security Administration. The letter must also include the person's valid SSN.

**Students (including university student-employees, work study & graduate assistants):** Name change form should be submitted to the **One Stop Office**. All employed students are required to present the same documentation as regular university employees (see above). Non-university employed students must provide one of the following to One Stop in person, by fax (828-227-7217), or mail (Registrar's Office, WCU, 206 Killian Annex; Cullowhee NC 28723).

- Social Security Card (*verified by* \_\_\_\_\_ )
- Marriage Certificate/License
- Court Order Document
- Driver's License/DMV Identification Card
- Passport (mandatory for SEVIS tracked students)
- Birth certificate
- Alien Registration Card
- Dissolution of Marriage Decree
- Valid Military ID
- BIA ID Card or federally recognized tribal enrollment card with photo and signature

\_\_\_\_\_ (**initial**) I certify that I **am not** a student employee of Western Carolina University and therefore may provide copies of any of the above listed documents.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

<b>Office Use Only</b>	
_____ Name Changed in Banner	
By: _____	
Office: _____	Date: _____