

WCU Name and Social Security Number Change Policies
Approved by Data Standards Committee Feb. 2010

Name Changes

Changes made to person or non-person names in the university database must adhere to the following hierarchy, based on the person/non-person's status within the university, with the appropriate documentation being provided to show that the name change is valid. It is critical that every effort is made by staff to determine a person's status within the university before making a requested change. The top three person levels are, in order: a) employees, b) students (employed and non-employed), and c) vendors. Advancement or Finance will not make any requested name changes to any record that is coded as employee or current student in Banner, even if the person making the request is an alumnus or vendor. These requests must be forwarded to the appropriate office as indicated below to be handled according to the established procedures. An exception to this is when a person's name is misspelled because of a typographical error.

<p>Employees (all regular employees; excluding student employees or graduate assistants) – whether or not any other record type exists</p>	<p>Human Resource makes the name change for regular employees (non-student). Use the appropriate name change form and require the following:</p> <ul style="list-style-type: none"> • Social Security Card (<u>not a copy</u>) • A letter from the Social Security Administration showing that a change of name is in process with the Social Security Administration is the only acceptable substitute for a current Social Security Card. The letter must also include the person's valid SSN. <p>The above documentation is also required of employees for adding/dropping a suffix, or changing a middle name between an initial or full spelling.</p>
<p>Current Students (includes student Work-Study and non-Work-Study employees and Graduate Assistants)</p>	<p>Name change forms are to be submitted to One Stop for current students. <u>Non-university employed students</u> are required to provide at least one of the following documents with the appropriate name change form:</p> <ul style="list-style-type: none"> • Social Security Card • Marriage Certificate/License • Court Order Document • Driver's License/DMV Identification Card • Passport (<u>mandatory for SEVIS tracked students</u>) • 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 <p><u>Students employed by the university</u> are required to provide one of the following documents with the appropriate name change form. This documentation is also required of student employees for adding/dropping a suffix, or changing a middle name between an initial or full spelling.</p> <ul style="list-style-type: none"> • Social Security Card (<u>not a copy</u>) • A letter from the Social Security Administration showing that a change of name is in process with the Social Security Administration is the only acceptable substitute for a current Social Security Card. The letter must also include the person's valid SSN. <p>SEVIS-tracked student's name will be maintained as it is printed on their I-20 VISA and must be approved by International Programs. Immigrant students</p>

	<p>may not change to a name which does not appear on their passport.</p> <p>Financial Aid may correct a student's SSN or name, based on matching with FAFSA forms; however, gross differences between name and/or SSN need to be addressed and investigated.</p>
Alumni – excluding current faculty or staff, current students, and person vendors.	Advancement makes name changes upon requests of the constituent in any form. Because of the nature of the business of fundraising and the voluntary relationship between alumni and the university, legal documentation for name change requests will not be required. In the event an alum, who has requested a name change through Advancement, subsequently requests a transcript through the Registrar, the Registrar's Office will confirm the name which the alum prefers to be on the transcript.
Accounts Payable & Purchasing vendors	Accounts Payable or Purchasing staff makes the name change if no other record exists for vendor. An updated W-9 form is required.
Admission recruit/applicant, or non-enrolled admit, not current student/employee	The appropriate admissions office will make changes based on the new Application for Admission
Advancement constituent only (donor, prospective donor board member or friend- no student or employee record type exists)	Advancement makes name change upon request of constituent in any form (may make changes from personal announcements, checks, phone calls, return address labels, newspaper articles, etc.)

SSN Changes

Social security numbers should only be changed if there was a data entry error or in rare cases when a person legally obtains a new social security number. In either case, appropriate documentation must be presented or, in the event of a typographical error, offices with the capability to do so can verify through the Social Security Administration. When changing SSNs, the user must adhere to the same hierarchy used for name changes above.

Documentation Requirements

Employees: Regular employees (non-student) must present their new social security card to the Human Resource Office. Student employees (work-study, non-work-study, Graduate assistants) must go to the Registrar's Office and present their new social security card.

Enrolled (non-employed) or Former Students: In cases where the student did not provide a social security number during the application process, the SSN must be provided before students can register for classes, either through MyCat or in person at the Registrar's Office. In cases where the student legally changes their social security number or the number is entered incorrectly, the Registrar's Office will change the SSN of the student. The former or current student must present a social security card as documentation which matches their current name in the system (unless appropriate documentation is also provided to show a valid name change).

Finance: Accounts Payable will change the social security number after the individual completes an IRS W-9 ID Number and Certification form.