



DONNELLY COLLEGE



**DONNELLY
COLLEGE**
EST. 1949

Name Change Request

Reviewed/Updated Date: April 23, 2020

Approved by: Administrative Council April 23, 2020

Responsible Official: Director of Institutional Research/Registrar

Name Change Request

Please read the following guidelines carefully before requesting a change of name. These guidelines will assist you in changing your legal name with Donnelly College. Legal documentation must be presented with the completed name change form in order to alter your name as it appears on your original application for admission. You must present the original legal document, which will be copied in the Records section for your file.

Current Name on Record:

First	Middle	Last

Revised Name Requested:

First	Middle	Last

General Information:

- Student ID is required to be presented with documentation and form.
- Original documents must be presented to the Office of the Registrar where a copy will be made for your student file and attached to this form.
- No change of name will be processed on the basis of a document sent by facsimile (fax).
- A new student account will not be created upon any name changes. Your current account information will remain as is until you are no longer a student with Donnelly College.



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I have read the Guidelines for Changing the Name on Official Records. I understand that the new name will appear on all official College records. I also understand that I may not make additional changes to my name without new legal documentation demonstrating that my name has been substantially altered for one of the reasons shown above.

Signature	Date

Typical Reasons for Name Change:

Reason for Name Change	Documentation Required
Marriage	Original marriage license bearing the filing stamp from the county or parish in which the license was issued. Church-issued marriage certificates are not acceptable documentation for a name change.
Divorce	Original divorce decree that includes a specific decree granting restoration of the maiden name. The decree must be signed by the presiding judge and bear the county filing stamp. (If submitting a copy, you need only include the first page of the decree, the page containing the name restoration order, and the page bearing the judge's signature.)
Court Order	Original court order signed by the presiding judge and bearing the county filing stamp.
Citizenship by Naturalization	Original Certificate of Naturalization.
Correct an Error on the Admission Application	Birth certificate, Permanent Resident card, or current, valid U.S. passport.

Student Legal Name:

Name Change Type	Name Change Permitted
First Name	You may not drop, alter, or change your first name without legal documentation such as a birth certificate, court order, Certificate of Naturalization, Permanent Resident card, or passport. International students may not alter any portion of their name from the way it appears on their passport.
Middle Name	You may change your given middle name to a middle initial (i.e. change "Sue" to "S.") without legal documentation. A birth certificate, passport, Certificate of Naturalization, or Permanent Resident card is needed to expand the middle name from an initial or to remove the middle name completely. Name changes permitted based on a marriage license include



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	<p>replacement of the given middle name with the maiden name or inclusion of the maiden name with the given middle name. International students may not alter any portion of their name from the way it appears on their passport.</p>
Last Name (Surname, Family Name)	<p>Your last name may be changed only on the basis of a marriage license, divorce decree granting restoration of the maiden name, Certificate of Naturalization, Permanent Resident card, or court order. When changing your name based on marriage, you may replace your maiden name with your married name or use both names. A combined surname will be hyphenated. International students may not alter any portion of their name from the way it appears on their passport.</p>