Southwestern Oklahoma State University
OFFICE OF THE REGISTRAR

Name Change Form

To help protect our students and to help maintain accurate records, Southwestern Oklahoma State University requires a copy of both your social security card and your valid photo ID, showing your current legal name, with signatures, before a name change will be processed.

If you are unable to submit this form in person, then you may mail the appropriate documentation to the address listed on the bottom of this form, or you can upload them securely to us via the link below:

https://www.dropbox.com/request/mTbterofe1ivDmTbZlsd.

*****Please Note: Most copies will need to be lightened so that the photo ID and social security card are legible. If the copies cannot be read or if they are not signed, then we will be unable to process your name change. *****

DATE: _____

ID #: _____

NAME ON FILE NOW: _____
(Last, First Middle (Maiden))

CHANGE NAME TO: _____
(Last, First Middle)

*SIGNATURE REQUIRED: _____

CONTACT PHONE #: _____

EMAIL: _____

*****This form will not be accepted via e-mail*****