Enrollment Management and Services
Department of Registration and Records

registrar.ncsu.edu

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NAME CHANGE/MARITAL STATUS CHANGE REQUEST FORM

Section A.

Have you worked for NC State University during the last year? ☐ Yes ☐ No

If yes, you must provide a Social Security Card to initiate a name change. Your new name must match your Social Security Card or your name will revert to the name that currently appears on your Social Security Card.

Section B.

Old Name: _____
FIRST MIDDLE LAST SUFFIX

ID Number: _____ Email: _____
Phone: _____ Date of Birth: _____

Section C.

New Name: _____
FIRST MIDDLE LAST SUFFIX

Student Signature: _____ Date: _____

A LEGAL DOCUMENT MUST BE PRESENTED TO INITIATE A NAME OR MARITAL STATUS CHANGE

☐ Social Security Card (NOTE: must be provided if by employed by NC State in the last year. DO NOT submit social security information via email; forms with this information should be faxed or delivered in person).

☐ Certified Copy of Court Order

☐ Marriage Certificate or Divorce Papers

☐ Driver's License or State Issued ID Card

☐ Other: _____

Received By: _____ Date: _____

Staff Use Only: *Check to see if the person is HR Controlled on the Add/Update a Person page. If so, student must provide Social Security Card to change name.*