

NewSchool of Architecture and Design

Name Change/Correction Form

If your name has changed while you are receiving federal financial aid at NewSchool of Architecture and Design, you must inform the Office of Financial Aid so we can update our records. You must use your legal name as shown on your birth certificate/name change court document (not a nickname) when applying for federal financial aid funds. This form will also be used for any name discrepancies the Office of Financial Aid discovers while processing your federal financial aid funds. Your name must be updated on your Free Application for Federal Student Aid (FAFSA). In addition; you must also update your name with all loan servicers, lenders, and guarantors with whom you may have student loan records.

To change/correct your name with the Office of Financial Aid you must complete the following steps:

Print your NAME CURRENTLY USED at NewSchool: _____

Print your CORRECT LEGAL FIRST and LAST NAME: _____

NewSchool ID/SSN: _____

PLEASE CIRCLE REASON FOR NAME CHANGE

Marriage Divorce Adoption Court Order Correction Other _____

1. You must submit a copy of your social security card (showing your correct legal first and last name). NewSchool of Architecture and Design CANNOT process your name correction if you have not updated the Social Security Administration of your name change.
2. You must submit documentation showing the reason for the name change; such as marriage certificate, divorce papers or other court-approved documentation.
3. Please submit this form, along with your handwritten signature at the bottom, giving the Office of Financial Aid permission to correct your name on your FAFSA.
4. The Office of Financial Aid will report your name correction directly to the Office of the Registrar. You must use your legal first and last name consistently on all documents and with all departments within NewSchool of Architecture and Design.
5. Fax this form and all required documentation to the Office of Financial Aid at 619-684-8880, submit in person, or send by mail.

I give NewSchool of Architecture and Design permission, by way of FAA Access, to correct my name on my FAFSA. I have supplied supporting documentation to constitute the name change request. Also, I certify that the information I provided is correct and true. Misrepresentation of facts in connection with this form may be sufficient cause, in and of itself, for cancellation or repayment of financial aid whenever discovered.

Signature

Date