

The purpose of this form is to request an official name change in all NewSchool of Architecture & Design information systems. For additional information, see the current NewSchool Academic Catalog. Once the form is processed, you will receive an email notification to your NewSchool email address.

First Name _____ Last Name _____

Student ID _____ Program _____

Email _____ Phone _____

Requested Change

First Name _____ Middle Name _____

Last Name _____

The following documentation reflecting the updated name is required to be submitted with the request form. Failure to submit the appropriate documentation will result in your request being denied.

1. Social Security Card (All U.S. Residents)
2. Passport (Non-U.S. Residents without a social security number)

and one of the following:

1. Alien Registration Card (Required if non-U.S. Citizen)
2. State Issued Identification Card or Driver's License
3. Passport (U.S. Resident)
4. U.S. Student Visa (International Students)
5. Marriage Certificate
6. Divorce Decree that reinstates maiden name
7. Adoption Papers
8. Court Ordered Name Change
9. Birth Certificate

Student Signature _____ **Date** _____

**STUDENT MUST SUBMIT WITH ALL REQUIRED DOCUMENTATION
(DOCUMENTATION MAY BE DELIVERED TO THE REGISTRAR'S OFFICE IN PERSON).**