

CHANGE OF NAME

Name changes require the student be presently enrolled at the college. If the student is graduating it must be changed before diplomas are ordered. A name change will not be processed for a former student or a student who has already graduated, unless under very special circumstances which usually require a court order.

For your protection and the protection of your records, legally recognized documentation is required for any change in name. The student must <u>submit a copy of one or more of the following</u> to show proof of the name change to the Office of the Registrar:

- Birth certificate
- Driver's license
- Passport
- Marriage license
- Divorce papers from the court
- Court order

If the student is graduating, the request and required documentation must be changed before diplomas are ordered. A copy of the document will be made in the Office of the Registrar. The documents required could be one or more of these documents, depending if it is a change from one name to another, or the student only wants to display a suffix (i.e. Sr., Jr. or I, II, etc.). The student is also required to show their Maritime College student ID card.

Student Infor	mation					
Maritime ID:						
Former Name	e:First		Middle		Last	
Name Change	e Information					
Reason for Na	ame Change:	□ Legal		☐ Marriage/Divorce	□ Other	
New Name:	First		Middle		Last	
By signing below you confirm that the changes provided are accurate and correct.						
Signature:				Date:		

This form along with <u>required documentation</u> must be submitted to the Office of the Registrar. Please allow 1-2 business days for processing.