

## **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 submit a copy of one or more of the following 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, III, etc.). The student is also required to show their Maritime College student ID card.

### **Student Information**

**Maritime ID:** \_\_\_\_\_

**Former Name:** \_\_\_\_\_  
First Middle Last

### **Name Change Information**

**Reason for Name Change:**      Legal      Correction      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 required documentation must be submitted to the Office of the Registrar. Please allow 1-2 business days for processing.**

Office of the Registrar

6 Pennyfield Avenue, Throggs Neck, NY 10465 | 718.409.7400 | [www.sunymaritime.edu](http://www.sunymaritime.edu)