



Office of the Registrar

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CHANGE OF NAME / ADDRESS

Policy Regarding Changes in Name and/or Address:

- All name changes must be accompanied by a copy of legal documentation before an update is made to the student’s academic record. (i.e. legal name change, marriage certificate, divorce decree, etc.)
- All changes in name and/or address will remain on record until written notification is given that it is no longer valid.

**Change of Name
Former Legal Name**

Last Name First Name Initial

Current Legal Name

Last Name First Name Initial

A change of name invalidates your Marywood ID card. Visit Campus Safety in Madonna Hall to update your Marywood ID card.

Change of Address

Last Name First Name Initial

Street Address City State Postal Code

(_____) (_____) _____
Home Phone Mobile Phone

Certification of Information

I affirm that the information presented on this form is true and correct.

Signature Date Student ID Number

Office Use Only

Form Received: ____/____/____ By: _____ Name and/or Address Change Processed: ____/____/____