



STUDENT RECORD NAME CHANGE REQUEST

Please complete all requested information.

*If you are a **current or past CWC employee** (in any capacity, work-study, non-benefitted or benefitted positions) the acceptable form of identification to change your name is a social security card in your new name.*

Form must be accompanied by acceptable legal documentation as defined below.

CWC ID# or Social Security Number:		Birth date: / /	
CURRENT CONTACT INFORMATION			
Street or PO Box:		City:	State: Zip:
Home Phone:		Cell Phone:	
Primary Email Address:			
CHANGE NAME TO (This must match your supporting legal documentation.)			
Student's Last Name:		First:	Middle:
FROM			
Student's Last Name:		First:	Middle:
REASON FOR CHANGE			
Circle one:	Marriage	Divorce	Court Order Misspelling/Correction
ACCEPTABLE LEGAL DOCUMENTATION			
Valid Passport	Social Security Card (required for current and past employees)		
Valid Driver's License	Green Card or Visa (for International Students)		
Valid Native American Tribal ID	Marriage License		
Valid State ID	Court Order		
STUDENT'S SIGNATURE:			DATE:
FOR RECORDS OFFICE USE ONLY			
INPUT INITIALS:		DATE:	

An Important Note Regarding Name Changes and Access to your CWC E-Services

Your CWC e-services account username is based on your name at the time of your registration (student) and/or hire (staff). When you change your name, this does NOT change your CWC e-services username or password. If you decide you would like to also change your CWC e-services username, please contact the Chief Information Officer (or designee) so that s/he can discuss this with you and then schedule an appropriate time to make a username change with you.

To contact the CWC Chief Information Officer:

**Name: John Wood
Email: cio@cw.edu
Phone: 307-855-2196**