UNIVERSITY OF
SOUTH DAKOTA

Request for Name Change

POLICY: A student's name is recorded on official university academic records according to the name provided on the initial application for admission or initial enrollment via Continuing Education, whichever occurs first. Thereafter, a change of name on official academic records is made only when an acceptable request for name change and supporting documentation is received by the Office of the Registrar. **A student may change his/her name upon presentation of a certified copy of a marriage license, court order, or dissolution decree. Non-US citizens must present a current passport or official proof of identity, certified by the US embassy abroad or by the appropriate foreign embassy in the US.** Students who have questions regarding the implications of a change of name may wish to consult legal counsel. The academic records of a student reflect all names under which the student was enrolled. Return to the Registrar's Office.

1. Name, as presently recorded:

   _____
   Last First Middle/Maiden

2. Student ID Number: _____

3. Name, as requested to be recorded:

   _____
   Last First Middle/Maiden

4. Effective date of name change: _____

5. Reason for name change:

   _____

Student's Signature: _____ Date: _____
(use current name)

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