



UNIVERSITY OF SOUTH DAKOTA

Office of the Registrar
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.

1. Name, as presently recorded:

Form with fields for Last, First, and Middle/Maiden name.

2. Student ID Number:

3. Name, as requested to be recorded:

Form with fields for Last, First, and Middle/Maiden name.

4. Effective date of name change:

5. Reason for name change:

Blank line for reason for name change.

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

For Registrar's Office use:

Student record changed: Documentation copied Date changed

Changed by