



## Name Change Policy/Procedure

The name used on your academic records should be your legal name. To change your name on your academic records, you must make a request for a name change and provide documentation.

For applicants, admitted, current, or re-entry students, the following documentation must be presented for official/legal name change: A) marriage license or certificate or B) dissolution of marriage or divorce decree stating the new name. A copy of the marriage license or divorce decree in which the court has ordered the restoration of the maiden name must also include the request for name change.

International students must provide a copy of either their A) visa or B) passport. Additional documentation may be required upon request.

If you have further questions regarding your academic records name change, contact Admissions in Woodburn 101 or 605-642-6343.

Your account information for BHSU email, WebCT, and network logon will also be changed. Please verify your account information by visiting the Student Password Distribution System at <https://iis.bhsu.edu/studentlogin/>. If you have questions or concerns regarding your logon information, please contact Technical Support Services at <https://iis.bhsu.edu/tss/contact.cfm> or by visiting the help desk in the library.

### Name change Request

I wish to change the name on my academic records.

Last Name	First	Middle
<b>Previous Name</b> (print legibly)		

Last Name	First	Middle
<b>New Name</b> (provide complete name, print legibly)		

Address	City	State	Zip Code
---------	------	-------	----------

Documentation presented: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature