

Norwich University

Change of Primary (Legal) Name

- ➔ At least **TWO VALID and ORIGINAL** forms of identification are required (see choices below in Office Use box.)
- ➔ **BOTH** forms of the required identification must show the **NEW name**.
- ➔ At least **ONE** form of the required identification must be a **Photo ID**.

Please Print:

LAST NAME currently on Norwich University records: _____

FIRST NAME currently on Norwich University records: _____

Student's University ID Number: _____

Home phone with area code
() _____

University phone with area code
() _____

NEW LAST NAME (legal name) _____

NEW FIRST NAME _____ NEW MIDDLE INITIAL _____

Are you a CURRENT STUDENT at Norwich University? [] YES [] NO

If yes, are you enrolled in a degree program? [] YES [] NO

Term and Year you expect to complete your degree requirements:
[] FALL [] SPRING [] SUMMER YEAR: 20_____

If you are currently an employed of Norwich University your Social Security Card is required.

Sign this form and submit to the Office of the Registrar in person, if by US Mail you **MUST** have the two forms of ID notarized.

Student Signature: _____ Date: _____

OFFICE USE ONLY

TWO IDs REQUIRED: ➤ at least one photo ID ➤ copy submitted IDs for files

Social Security Card

Court Action Document

Passport (required for non-U.S. citizens)

Naturalization Papers

Divorce Decree/Marriage Certificate

Driver's License

Date of Online Update _____

Staff Member Initials _____

Notified HelpDesk of Name change _____