Registrar's Office
102 Eder Hall
4525 Downs Drive
St. Joseph, MO 64507
Email: registrar@missouriwestern.edu

NAME CHANGE FORM

Students of Missouri Western State University may change their preferred first name or their legal name (first, middle last) in the university's student records system during their attendance at MWSU.

This form along with appropriate documentation (legal name change only) should be submitted to the Registrar's Office in person, by mail or by email. Name changes which are emailed must be submitted from the student's Missouri Western email account. A student signature is required on all requests.

☐ Legal Name Change
- Documentation must be attached. See below for a list of valid documentation that may be used.
- All student records at Missouri Western will reflect this new name.

☐ Preferred First Name Change
- Only the first name can be adjusted through this request.
- Documentation is not required to indicate a preferred first name.
- See the following policy for the places where a preferred first name will appear– www.missouriwestern.edu/registrar/name-changes.

Student I.D. Number: G _____

Change from: _____ _____ _____
Last First Middle

Change to: _____ _____ _____
Last First Middle

I authorize Missouri Western State University to change my name as indicated above.

Date _____ Student Signature _____

Valid Documentation:
1. Current, government-issued ID card such as driver's license, military ID, passport
2. Current, valid Social Security card
3. Certified copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full

Questions about this form, the process or this policy may be directed to the Registrar's Office.