

MISSOURI SOUTHERN

STATE UNIVERSITY®

OFFICE OF THE REGISTRAR

Name Change Request

Print and turn in completed form to the Office of the Registrar, Hearnes Hall 101, or by email attachment to registrar@mssu.edu, or by mail to Missouri Southern State University, Registrar's Office, 3950 E. Newman Road, Joplin, MO 64801. Attach documentation as required by type of name change.

Check all that apply: Student _____ Student Employee* _____

*Student employees (Work study or regular student employee) should submit a copy of this completed form and required documentation to Human Resources in Hearnes Hall 217 for processing.

Name: (Print) _____ MSSU SID: S _____

Phone: _____ Secondary email: _____

Signature: _____ Date: _____

Choose type of name change and complete appropriate section:

_____ **Chosen Name Change:** Enter your chosen name below and provide formal identification such as, a copy of your driver's license or MSSU ID card. Refer to [Chosen Name Policy](#) for policy implications.

Chosen Name: (Print): _____
(Last) (First) (Middle)

_____ **Legal Name Change:** Enter your legal name below and provide legal documentation showing name change for example, a driver's license, official state ID card, certified copy of marriage license, court order, dissolution decree, or current passport.

Legal Name (Print): _____
(Last) (First) (Middle)

Allow 24 hours for processing time, then check your secondary/personal email for your new MSSU Lion login and email credentials. Your MSSU password will remain the same.

This form will be made available in alternative formats upon request.
If you need assistance, please contact the registrar's office.

3950 E. Newman Rd • Joplin, MO 64801-1595

Ph: 417-625-9389 • Fax: 417-625-3117 • registrar@mssu.edu • www.mssu.edu